

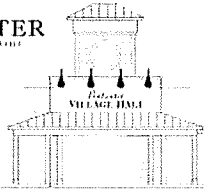
# VILLAGE OF PENTWATER

65 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 Regular Meeting  
February 25, 2025 - 6:00 P.M.  
Park Place Event Center – 310 N. Rush Street**

## Agenda

1. **Opening** – Welcome, Call to Order, and Pledge of Allegiance
2. **Roll Call**
3. **Approval of Agenda and Minutes**
  - A. Approval of Agenda
  - B. Approval of Minutes of November 26, 2024
4. **Public Comments:** For items on the agenda.
5. **Public Hearing:** None.
6. **Old Business:** None.
7. **New Business:**
  - A. Zoning Ordinance Updating
  - B. Housing Watch Party
8. **Department/Committee Reports**
  - A. Zoning Administrator – See Attached Report.
  - B. Zoning Board of Appeals – ZBA Meeting Outcome
9. **Public Comments**
10. **Communications from Planning Commission Members**
11. **Adjournment**



## Pentwater Planning Commission Regular Meeting Minutes – November 26, 2024

Chairperson Chris Conroy called the regular meeting of the Pentwater Village Planning Commission Meeting to order at 6:00 pm, at Park Place, 310 N. Rush Street, Pentwater, with the Pledge of Allegiance.

### ROLL CALL

**Present:** Kyle Jansen, Tim Kelley, Amy Roberson, and Chris Conroy.

**Absent:** Ron Stoneman.

**Staff Present:** Katie Anderson, Zoning Administrator. Mary Marshall, Village President. Rachel Witherspoon, Village Manager.

### APPROVAL OF AGENDA

**Motion** by Jansen, second by Kelley to approve the agenda as presented.

Voice Vote: Aye: 4    Nay: 0    Absent: 1    Motion carries.

### APPROVAL OF REGULAR MEETING MINUTES

**Motion** by Roberson, second by Jansen to approve the October 22, 2024, regular meeting minutes as presented.

Voice Vote: Aye: 4    Nay: 0    Absent: 1    Motion carries.

### PUBLIC COMMENTS FOR ITEMS ON THE AGENDA

None.

### PUBLIC HEARING

None.

### OLD BUSINESS

None.

**NEW BUSINESS**

A. 2025 Meeting Schedule

**Motion** by Roberson, second by Kelley to approve the 2025 Planning Commission Meeting Schedule as presented.

Roll Call Vote: Aye: Roberson, Kelley, Jansen, and Conroy.

Nay: 0            Absent: 1        Motion carries.

B. Winter Projects & Topics of Consideration

**Motion** by Roberson, second by Jansen to recommend to the Village Council to set a time table to get the Planning Commission on the agenda of a future Committee of the Whole meeting to discuss Building Façade Guidelines, Village Property Use, and Food Trucks.

Roll Call Vote: Aye: Roberson, Jansen, Kelley, and Conroy.

Nay: 0            Absent: 1        Motion carries.

C. December Meeting

**Motion** by Roberson, second by Kelley to cancel the December Planning Commission meeting due to the holiday.

Roll Call Vote: Aye: Roberson, Kelley, Jansen, and Conroy.

Nay: 0            Absent: 1        Motion carries.

**COMMITTEE/DEPARTMENT REPORTS**

**A. Zoning Administrator** – Ms. Anderson’s written report was accepted by the Planning Commission.

**B. Zoning Board of Appeals** – No Meeting, No Report.

**PUBLIC COMMENTS**

Ken Prior – 789 E Lake Rd. – I am just here to observe.

Mary Marshall, Village President – 237 S. Rutledge St. -

**COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS**

None.

**ADJOURNMENT**

**Motion** by Roberson, second by Jansen to adjourn the meeting at 6:45pm.  
Voice Vote: Aye: 4    Nay: 0    Absent: 1    Motion carries.

Respectfully Submitted,

Katie Anderson, Zoning Administrator

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

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## ZONING ADMINISTRATOR'S YEAR END REPORT

January 3, 2025

The following is a summary of zoning permit activity conducted by the Zoning Administrator in 2024:

### 2024 Year End Annual Report (Percentage Breakdown and Totals)

Accessory Buildings – 15% - 8 total

Decks – 9% - 5 total

New Residences – 24% - 13 total

Residential Additions – 15% - 8 total

Fences – 26% - 14 total

Signs – 4% - 2 total

Demolitions – 4% - 2 total

Other – 4% - 2 total (1 – building conversion, 1 – breezeway)

The 2024 zoning activity saw an increase of approximately 35% from 2023; with an almost 50% increase in new builds.

Sincerely,

*Katie Anderson*

Zoning Administrator

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## ZONING ADMINISTRATOR'S REPORT January 2, 2025

The following is a summary of activity conducted by the Zoning Administrator in December 2024:

### Code Enforcement

1. N. Beach St. – Critical Dunes Area – EGLE Enforcement Division
2. E. Sands St. – Stop Work Order – County jurisdiction
3. E. Sands St. – Illegal Duplex – Notice has been sent

Planning Commission – The Planning Commission did not meet in December:

Zoning Board of Appeals – The ZBA did not meet.

Zoning Permits – The following Zoning Permits were issued in December of 2024:

1. ZP 24-47 was issued to Great Lakes Pet Fencing – Harbor View: 560 S. Hancock St. to install a 3' x 46' aluminum fence on top of the existing retaining wall. Height not to exceed 6 ft.
2. ZP 24-48 was issued to Clifford Buck Const. – McHenry: 93 Suffolk to demo the old house and construct a new 1,333 sq. ft. home with a 624 sq. ft. attached garage, a 574 sq. ft. wrap around porch, a 205 sq. ft. second story deck and a finished basement.
3. ZP 24-49 was issued to Duer Building – Grossenbacher: 37 Wheeler St. to construct a new 1,953 sq. ft. home with an 800 sq. ft. attached garage, a 175 sq. ft. covered porch and a finished basement.

### Other – Zoning Violation Complaints

1. E. Lake Rd – Citizen zoning violation complaint – ZBA Review – January 21, 2025

Sincerely,

*Katie Anderson*

Zoning Administrator

## Katherine Anderson

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**From:** Keith Edwards <zoningadministrator@pentwatertownshipmi.gov>  
**Sent:** Tuesday, February 18, 2025 4:03 PM  
**To:** Chris Conroy; tmonton  
**Cc:** Katherine Anderson  
**Subject:** RE: Don't Miss Out: Pro Housing Webinars Start Soon!

Tony and Chris:

I registered today for all of the Housing webinars that MAP is providing in 2025, because the discount rate was much cheaper than the individual rate. Both the Township and Village Planning Commissioners and Katie are welcome here to watch the webinar. I do not think it is a good idea to open it up to the public at this time. I think it is better if all Planning Commissioners share a common vision and can answer questions consistently acknowledging that vision in unity to the public.

I am not sure of what Chris had in mind for a joint housing planning discussion/meeting, in terms of what that might mean for the group, but it might make sense if someone were to volunteer to put together some specific topics for discussion. That said, Buz Graettinger and I have been communicating via email, somewhat regularly, in anticipation of a discussion of housing opportunities in the Township at the Township's April 15 meeting, especially on the hot topic statewide about Missing Middle Housing. Since housing is already planned to be a discussion item on the agenda for the Township's April 15 PC meeting, perhaps we can talk more about a joint meeting or two between the two Planning Commissions then?

Please share your thoughts with me.

Thanks,

Keith Edwards  
Deputy Supervisor,  
Zoning Administrator and  
Ordinance Enforcement Officer  
Pentwater Township  
500 N. Hancock St.  
P.O. Bo 512  
Pentwater, Michigan 49449

(231) 869-6231 x. 2  
[zoningadministrator@pentwatertownshipmi.gov](mailto:zoningadministrator@pentwatertownshipmi.gov)

**From:** Chris Conroy <chconroy57@gmail.com>  
**Sent:** Friday, February 14, 2025 2:08 PM  
**To:** tmonton <tmonton@usa.net>  
**Cc:** Katherine Anderson <kanderson@pentwatervillage.org>; Keith Edwards <zoningadministrator@pentwatertownshipmi.gov>  
**Subject:** Re: Don't Miss Out: Pro Housing Webinars Start Soon!

Keith and Tony,

## Katherine Anderson

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**From:** Keith Edwards <zoningadministrator@pentwatertownshipmi.gov>  
**Sent:** Tuesday, February 18, 2025 3:45 PM  
**To:** tmonton@usa.net; pdegreg51@gmail.com; Terry Cluchey (tcluchey@gmail.com); John Graettinger; Pat Hooyman; Peter Zangara; Heather Douglas  
**Cc:** Zoning Admin; chconroy57@gmail.com  
**Subject:** Housing Seminar Schedule  
**Attachments:** map\_pro-housing\_webinar\_series.pdf

Planning Commissioners:

Please review the attached flyer from the Michigan Association of Planning (MAP).

MAP has arranged for these webinars to be offered virtually, and I have signed up for all of them. You are welcome to come to the Pentwater Township offices and watch them with me. However, I do not plan on attending the first one on **February 26**, nor do I think it is necessary for our Planning Commissioners, but if you would like to watch it, I may be able to make arrangements with Heather Douglas for you to watch it next Wednesday.

Also, for the **May 22** webinar, I will be on vacation but will ask Heather Douglas to set it up for you. This is the one on "Missing Middle Housing" – a key topic in the Housing Section of our Master Plan, and I recommend that anyone interested should attend.

Katie and Chris, please feel free to invite the Village Planning Commissioners to attend these webinars at our office as well.

Thanks,

Keith Edwards  
Deputy Supervisor,  
Zoning Administrator and  
Ordinance Enforcement Officer  
Pentwater Township  
500 N. Hancock St.  
P.O. Bo 512  
Pentwater, Michigan 49449

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# MAP's 2025 Pro-Housing Webinar Series

Earn 1.5 AICP CM Credits or 1.5 Master Citizen Planner Credits per session

The housing shortage in Michigan continues, and MAP is kicking off a second Pro Housing Webinar Series in 2025 to build on our planning and zoning reform work in recent years. The webinars will prepare community planners, housers, advocates, developers, and local leaders with a collection of policy, regulatory, programmatic, and finance solutions to help your municipality get the housing it needs to provide shelter to all who want to live in your community.

This 7-module Pro-Housing Webinar Series runs from January to September 2025, and covers it all, from how to contemporize zoning codes to make development review processes more predictable and creating a data driven housing element of your master plan to corridor planning and why missing middle housing probably IS one of the most effective ways to provide housing for those seeking something other than a single family detached home.

## February 26 | Housing Finance for Planners | 3 - 4:30 PM

Planners can estimate the number and type of housing units needed, and update master plans and zoning codes to be ready when a developer shows up, but we often do not have an understanding of how projects are financed, how lean the profit margins can be, and why affordable units will almost always require a subsidy. Planners should possess this knowledge and can serve as "translators" between elected and appointed leaders, the public, and the development community.

*Jenifer Acosta, Housing Forward | Edward Carrington, Flux City Development | Marilyn Chrumka, Michigan Community Capital  
Jessica DeBone, River Caddis Group*

## April 24 | The Housing Element of a Master Plan | 3 - 4:30 PM

In November 2024, Representative Grant's PEA amendment to require a housing element in a municipal master plan was enacted into law. This session will review the specifics of the new language and present best practices to develop a housing plan, including an assessment of the community's existing and forecasted housing demands and addressing a range of housing characteristics.

*Leah DuMouchel, AICP, Michigan Association of Planning*

## May 22 | Missing Middle Housing | 3 - 4:30 PM

Missing Middle housing is a concept that highlights the need for diverse, affordable housing choices in walkable places. Middle housing is largely considered "missing" because such building types have been illegal or difficult to build since the middle of the last century when single family zoning became the predominant residential arrangement in practically every municipality across the country. Reintegrating these housing concepts into our plans and codes can go a long way toward increasing housing supply with in-demand housing products

*Jennifer Settle, Opticos Design*

## June 25 | Use by Right and Administrative Approvals | 3 - 4:30 PM

Permitting uses by right and implementing administrative approvals can connect a community vision that is based on meaningful community engagement and articulated in a plan with more appropriate zoning review processes, creating more opportunities for investment and growth. This session discusses ways to shift responsibility for administrative development decisions toward the administrative professionals, freeing up elected and appointed officials to set policy and develop broad guidance while reducing gratuitous friction in the review process.

*Amy Vansen, AICP, Michigan Association of Planning*

## July 16 | Community Engagement for Housing: Changing Hearts and Minds | 3 - 4:30 PM

Many planners find that when it comes to housing projects, the traditional engagement process does not draw a representative section of the community and, as a result, does not produce recommendations that meet the community's needs, or the goals expressed in the adopted master plan. This session identifies the groups who are consistently struggling to find housing across the state, helping communities design engagement practices that can better reach them. It also explores ways to bring housing advocates, and their deep knowledge of housing needs and proven solutions, into the public conversation. Online reference book included.

*Leah DuMouchel, AICP, Michigan Association of Planning*

## September 25 | Transforming your Corridors with Housing | 3 - 4:30 PM

Most municipalities in Michigan have a corridor that is replete with resources, including infrastructure and even transit, which are underutilized. Hear from communities that are retrofitting their tired corridors into thriving, people-centered spaces that create new economic opportunities, using housing to lead the charge.

*Ryan Kilpatrick, AICP, Flywheel*

### **On Demand: Brownfield Tax Increment Financing**

The Brownfield TIF has emerged as one of the most reliable tools a municipality and a developer can use to make housing projects pencil. This workshop covers the Brownfield Redevelopment Act and how it can become a significant part of local government's response to financial assistance for housing projects.

*Trudy Galla, FAICP, Fishbeck | Susan Wenzlick, Fishbeck*



**MICHIGAN ECONOMIC  
DEVELOPMENT CORPORATION**

**MAP Members: \$35 Each | \$150 for the collection**  
**Non Members: \$45 Each | \$175 for the collection**  
**Student Members: \$10 Each | \$35 for the collection**  
**Register at [www.planningmi.org](http://www.planningmi.org)**

*RRC Communities: you are eligible for discount pricing. Contact your RRC advisor for details!*

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## **ZONING ADMINISTRATOR'S REPORT February 3, 2025**

The following is a summary of activity conducted by the Zoning Administrator in January 2025:

### **Code Enforcement**

1. N. Beach St. – Critical Dunes Area – EGLE Enforcement Division
2. E. Sands St. – Stop Work Order – County jurisdiction
3. E. Sands St. – Illegal Duplex – Notice has been sent

**Planning Commission** – The Planning Commission did not meet in January:

**Zoning Board of Appeals** – The ZBA met to adjourn a public hearing until the February 18<sup>th</sup> meeting.

**Zoning Permits** – The following Zoning Permits were issued in January of 2025:

1. No permits were issued in January.

### **Other – Zoning Violation Complaints**

1. E. Lake Rd – Citizen zoning violation complaint – ZBA Review – February 118, 2025.

Sincerely,

*Katie Anderson*

Zoning Administrator