VILLAGE OF PENTWATER

65 South Hancock Street, P.O. Box 622, Pentwater, Michigan 49449
(231) 869-8301 - FAX (231) 869-5120
www.pentwatervillage.org

Planning Commission Regular Meeting
November 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 August 26, 2025
4. **Public Comments:** For items on the agenda.
5. **Public Hearing:** None.
6. **Discussion Items**
    - A. Introduction of Fresh Coast
    - B. Discussion/Approval Resolution setting 2026 Meeting Dates
    - C. Discussion of ordinance updates
    - D. Other discussion items
7. **Department/Committee Reports**
8. **Public Comments**
9. **Communications from Planning Commission Members**
10. **Adjournment**

Planning Commission
August 26, 2025
Park Place – 310 North Rush Street

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Chris Conroy called the meeting of the Pentwater Village Planning Commission to order at 6:00 P.M. from Park Place Meeting Center.

II. ROLL CALL

Present: Chris Conroy (Chair), Dan Girvan, Dan Nugent, Jack Provencal, Claudia Ressel, and Amy Roberson.
Absent: Ron Stoneman

Also present: Toby Van Ess, Zoning Administrator/Interim Village Manager, and Niki Theeuwes, Management Assistant.

III. PUBLIC COMMENTS – On the agenda

None

IV. APPROVAL OF THE AGENDA

Chair Conroy requested an approval of the agenda. *Motion* by commission member Ressel, supported by commission member Provencal to approve the agenda as presented.
Voice vote: Yes: 6. No: 0. Absent: 1. Motion approved 6-0.

V. APPROVAL OF MINUTES

Chair Conroy requested an approval of the minutes for the May 27, 2025 meeting. *Motion* by commission member Provencal, supported by commission member Roberson to approve the agenda as presented.
Voice vote: Yes: 6. No: 0. Absent: 1. Motion approved 6-0.

VI. DISCUSSION ITEMS:

A. **Introduction of new members –** Chair Conroy introduced the 2 new members. Dan Girvan is replacing Tim Kelley and Claudia Ressel is replacing Kyle Jensen.

Commission member Girvan introduced himself indicating he has lived in Pentwater for a little over 3 years, having moved here from Whitehall. He indicated he is very happy to be in Pentwater.

Commission member Ressel introduced herself indicating she has served in various positions/committees over several years and is looking forward to serving in this capacity seeing it as an opportunity to stay involved in a different way.

B. Discussion of 2026 Meeting Dates –

Chair Conroy introduced the discussion for 2026 meeting dates by indicating there has been some conversation about having fewer meetings, especially in the winter, to enable snowbirds to remain active and be more attentive to public meetings that we have. Administrator Van Ess stated that his concern in looking at bi-monthly or every other month schedule, would be the possibility of an application potentially waiting 60 days for approval/denial. He continued that he has no problem cancelling meetings, if there are no items requiring attention.

After considerable discussion, it was concluded that no changes need to be made at this time. Commission members have time to think about the 2026 schedule, as formally setting the schedule does not occur until closer to the end of the year.

C. Discussion of Food Truck Zoning or Ordinance

The topic of zoning for Food Trucks was brought forward by Chair Conroy, after a mention of Food Trucks was brought up at a recent Council meeting. Administrator Van Ess provided a hand-out of the current Transient Merchant Ordinance, a copy of the current application, and a copy of the current permit. He also indicated that when attached to an establishment with a current Restaurant License, does not need a separate permit.

After a lengthy discussion, it was determined that Administrator Van Ess will contact other communities who currently have areas designated for Food Trucks, or may have other restrictions to gather data on their ordinances and how they balance new/transient businesses without harming existing businesses.

D. Discussion of Identified Starting Point for Ordinance Updates

Administrator Van Ess updated the Commission that the Strategic Plan is nearing completion and will address zoning ordinance updates, including the potential need for a zoning ordinance rewrite. However, that is not currently a budgeted expense.

The group indicated a need to update the Transient Merchant Ordinance to better regulate food truck and other temporary vendors. They also agreed to review the current zoning ordinances and identify additional areas that may need immediate attention, such as accessory buildings and parking regulations.

E. Other Discussion Items

Commissioner Ressel shared her experience with Michigan Economic Development Commission (MEDC) and her previous work toward getting Pentwater certified as a Redevelopment Ready Community (RRC) to potentially access more grant opportunities.

The Commission discussed the potential benefits and challenges of pursuing this certification, including the need for dedicated staff and resources.

The group determined that more information is required. Administrator Van Ess agreed to confer with other area communities who are RRC certified and other area communities who have not pursued the certification, to gather data regarding the true value of the distinction or whether there may be something else coming to replace RRC in the future that may not be as labor intensive/expensive.

Bed and Breakfast Update – Commissioner Roberson inquired if there have been any updates on the application previously submitted. Administrator Van Ess reported that he has not heard anything from them. They have not provided any additional information regarding the concerns/issues brought forward at the May meeting. He also indicated ongoing monitoring by the Code Enforcement Officer in an effort to preclude them from operating without the proper permits/zoning.

VII. DEPARTMENT REPORTS

A. **Zoning Administrator** – See attached Report

Additional Information: Administrator Van Ess also informed the Commission that at the previous evenings Village Council meeting, he was named Interim Village Manager.

Regarding the Village Manager search, Chair Conroy asked if the Council had any plans to go back to finalists from the previous search. Commissioner Nugent explained that the Council is accepting applications from internal candidates, to see how that works out. He also indicated that they are in a time crunch. He further stated that the Council is hoping to avoid hiring a contracted search firm at this time.

VIII. PUBLIC HEARING

None.

IX. UNFINISHED BUSINESS

None

X. NEW BUSINESS

None

XI. PUBLIC COMMENTS:

None

XII. Communications from Planning Commission Members

None

XIII. ADJOURNMENT

Motion by commissioner Nugent, supported by commissioner Ressel to Adjourn. Meeting adjourned at 7:10 PM

Respectfully submitted,

____________________________ ____________

Date

TENTATIVE PLANNING COMMISSION

2026 MEETING SCHEDULE

Resolution no. 2025-11-16

BE IT RESOLVED that the meetings of the Village Planning Commission during 2026 will be held according to the schedule below. The meetings will begin at 6:00 PM and will be held at Park Place Meeting Center at 310 N. Rush Street.

Meetings shall be held on the following dates:

January 27

February 24

March 24

April 28

May 26

June 23

July 28

August 25

September 22

October 27

November 24

December 22

With a motion by ____________ supported by ___________, this Resolution was adopted pursuant to Public Act 267 of 1976 at a regular meeting of the Village Planning Commission on _________________ by a vote of ____________to ________. This Resolution was posted at the Village Office on ________

Village of Pentwater
65 S. Hancock Street
Pentwater, MI 49449

____