

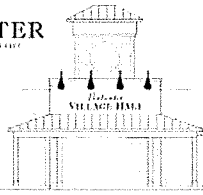
VILLAGE OF PENTWATER

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 26, 2024 - 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 October 22, 2024
4. **Public Comments:** For items on the agenda.
5. **Public Hearing:** None.
6. **Old Business:** None.
7. **New Business:**
 - A. 2025 PC Meeting Schedule
 - B. Winter Projects & Topics of Consideration
 - C. December Meeting
8. **Department/Committee Reports**
 - A. Zoning Administrator – See Attached Report.
 - B. Zoning Board of Appeals – No Meeting, No Report.
9. **Public Comments**
10. **Communications from Planning Commission Members**
11. **Adjournment**



Pentwater Planning Commission Regular Meeting Minutes – October 22, 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, Phil Frame, Tim Kelley, Mary Marshall, and Chris Conroy.

Absent: Ron Stoneman and Amy Roberson

Staff Present: Katie Anderson, Zoning Administrator.

APPROVAL OF AGENDA

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

Voice Vote: Aye: 5 Nay: 0 Absent: 2 Motion carries.

APPROVAL OF REGULAR MEETING MINUTES

Motion by Marshall, second by Frame to approve the September 24, 2024, regular meeting minutes as presented.

Voice Vote: Aye: 5 Nay: 0 Absent: 2 Motion carries.

PUBLIC COMMENTS FOR ITEMS ON THE AGENDA

None.

PUBLIC HEARING

None.

OLD BUSINESS

None.

NEW BUSINESS

- A. 212 W. Lowell St. – Nonconforming Review

Motion by Marshall, second by Frame to approve the nonconforming lot of 212 W. Lowell St. for new construction based on the findings of 3.24.B.1 et seq. and 3.24.B.8.

The Planning Commission should direct its focus to Section 3.24.B.1 et seq. and 3.24.B.8 of the Zoning Ordinance to consider the following conditions for approval:

Section 3.24.B Nonconforming Buildings or Structures

1. Nonconforming building(s) or structures may only be extended, enlarged, altered, remodeled, or modernized when the Planning Commission determines that the following conditions are met:

a. The building or structure shall comply with all height, area, and/or parking and loading provisions with respect to such extension, enlargement, alteration, remodeling, or modernization.

The Board found this condition has been met in accordance with the applicant's proposal.

b. The enlargement or extension is limited to the same parcel the nonconforming building or structure was located on at the time of the adoption of this Ordinance.

The Board found this condition has been met in accordance with the applicant's proposal.

c. The enlargement or extension will not interfere with the use of other properties in the vicinity.

The Board found this condition has been met in accordance with the applicant's proposal.

d. The enlargement or extension shall not exceed fifty percent (50%) of the GFA of the original building or structure when it became nonconforming; except that the Planning Commission may permit a greater percentage where all yard setbacks for the district in which the building is located are met without need of a variance to such setback(s).

The Board found this condition has been met in accordance with the applicant's proposal.

8. Where a building or structure is nonconforming for setback by a distance equal to or less than one-half of the distance required by this ordinance, the nonconforming setback (may) be extended along the same plane as the existing nonconforming setback, provided that in so doing, the setback itself is not further reduced and all other required setbacks are met.

This requirement has been met by way of a variance granted by the ZBA on October 15, 2024.

Roll Call Vote: Aye: Marshall, Frame, Jansen, Kelley, and Conroy.

Nay: 0 Absent: 2 Motion carries.

COMMITTEE/DEPARTMENT REPORTS

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

B. Zoning Board of Appeals – October 15, 2024 Meeting Minutes Attached.

PUBLIC COMMENTS

None.

COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS

Mary Marshall – I want to say thank you to Katie, because this month we are celebrating Bosses Month, and even though she is not our boss, she is a leader. I wanted to tell you that I appreciate your leadership and attention to detail and guidance as we go through these processes, and I appreciate you.

ADJOURNMENT

Motion by Marshall, second by Frame to adjourn the meeting at 6:23pm.

Voice Vote: Aye: 5 Nay: 0 Absent: 2 Motion carries.

Respectfully Submitted,

Katie Anderson, Zoning Administrator

Approved by the Village of Pentwater Planning Commission on _____

MEMORANDUM

To: Pentwater Village Planning Commission
From: Katie Anderson, Zoning Administrator
Date: November 15, 2024
Subject: Staff Report – November PC Meeting

Introduction

The first item under New Business is the 2025 PC Meeting Schedule. Attached is a meeting schedule with our current fourth Tuesday of the month meeting date as well as a letter from our Chair, Chris Conroy, with a new proposed schedule of the first Tuesday of the month. The ZBA schedule is also included in the packet for reference. Please review and consider both options for the upcoming meeting.

In addition to the meeting schedule, Chair Conroy’s letter contains topics for winter projects. Please review the ideas she had shared and any others you deem pertinent to the Planning Commission.

**RESOLUTION TO SCHEDULE THE
PENTWATER PLANNING COMMISSION
2025 MEETING SCHEDULE**

Pentwater Planning Commission meeting schedule shall be at 6:00 PM
on the fourth Tuesday of the Month, specifically:

January 28, 2025
February 25, 2025
March 25, 2025
April 22, 2025
May 27, 2025
June 24, 2025
July 22, 2025
August 26, 2025
September 23, 2025
October 28, 2025
November 25, 2025
December 23, 2025

**Village of Pentwater
Zoning Board of Appeals**

**2024-2025 Meeting Schedule
Third Tuesday of each month as necessary at 6 pm.**

<u>Friday Application Deadline</u>	<u>Publication Deadline</u>	<u>Tuesday Meeting Date</u>
May 17, 2024	May 24, 2024	June 18, 2024
June 14, 2024	June 21, 2024	July 16, 2024
July 12, 2024	July 19, 2024	August 20, 2024
August 16, 2024	August 23, 2024	September 17, 2024
September 13, 2024	September 20, 2024	October 15, 2024
October 11, 2024	October 18, 2024	November 19, 2024
November 15, 2024	November 22, 2024	December 17, 2024
December 13, 2024	December 20, 2024	January 21, 2025
January 10, 2025	January 17, 2025	February 18, 2025
February 7, 2025	February 14, 2025	March 18, 2025
March 7, 2025	March 14, 2025	April 15, 2025
April 11, 2025	April 18, 2025	May 20, 2025
May 9, 2025	May 16, 2025	June 17, 2025

Katherine Anderson

From: Chris Conroy <chconroy57@gmail.com>
Sent: Tuesday, November 12, 2024 3:05 PM
To: Zoning Admin
Subject: 2025 Planning Commission Calendar options A & B

Katie,

November 26th Agenda:
New Business
a. 2025 Calendar
b. Winter Projects/Topics for Consideration and Action Plan

I would like to propose moving the Planning Commission meetings in 2025 from the 4th (Current as Option A) to the 1st Tuesday (Option B) of the month. I realize that have the ZBA meetings on the 3rd Tuesday of the month allow for only 1 week and not two to separate a ZBA decision from Planning Commission Review but there are fewer calendar conflicts with holidays this way.

Option B Dates:
January 7, 2025
February 4, 2025
March 4, 2025
April 1, 2025
May 6, 2025
June 6, 2025
July 1, 2025
August 5, 2025
September 2, 2025
October 7, 2025
November 4, 2025 or Wednesday November 5, 2025 if elections will be held across the Pentwater Precinct
December 2, 2025

I realize Mary is sworn into office Nov 20th along with newly elected or re-elected trustees. Therefore, at our next Planning Commission meeting, we will be short two commissioners: Mary Marshall and Philip Frame come off on Nov 20th if I understand our charter and bylaws correctly. I understand that Mary is planning an interview process to take nominations and self nominations for replacement of vacated Planning Commission positions.

Topics for Winter Projects:
Rewrite/Redo Zoning Ordinance - Focus on Admin & Enforcement, Permitting & Notification, Building Facade Guidelines, Downtown Parking Plan, Village Property Use licensing recommendations

Regarding the Building Facade Guidelines - we could discuss or determine if we should reinstate the 2010 Ordinance with minimum mandatory elements - discuss original DDA Design Advisory Council role and intent, possibly replace with PC preliminary site plan review.

Do you have time to meet to discuss?

Chris Conroy
630-606-8301

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ZONING ADMINISTRATOR'S REPORT November 4, 2024

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

Code Enforcement

1. N. Beach St. – Critical Dunes Area – EGLE Enforcement Division
2. N. Beach St. – Fence Violation – Remediation in progress
3. N. Hancock St. – No Permit, Fence Violation – Remediation in progress
4. E. Sands St. – Fence Violation – Notice has been sent
5. E. Sands St. – Stop Work Order – County jurisdiction
6. E. Sands St. – Illegal Duplex – Notice has been sent

Planning Commission – The Planning Commission met on October 22nd to:

1. Nonconforming Review for 212 W. Lowell St.

Zoning Board of Appeals – The ZBA met on October 15th to:

1. Grant a 10-foot setback variance for 212 W. Lowell St.

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

1. ZP 24-36 was issued to Patrick Heffern: 1060 S. Hill St. to construct an 8' x 12' shed
2. ZP 24-37 was issued to American Living Inc – Dosenberry: 710 N. Third Ave. to construct a 30' x 54' modular home with an 8' x 24' covered porch
3. ZP 24-38 was issued to Marian Garbowsky: 620 S. Beach St. to rebuild and expand existing deck
4. ZP 24-39 was issued to Inspired Home Builders – Doyle: 165 Fifth St. to construct a 12' x 13' deck and a 12' x 16' deck
5. ZP 24-40 was issued to John and Amy Perles: 212 W. Lowell St. to construct a 1,350 sq ft home with a 552 sq ft wraparound porch and a 720 sq ft attached garage

Other – Zoning Violation Complaints

1. E. Lake Rd – Citizen zoning violation complaint – Under investigation

Sincerely,

Katie Anderson

Zoning Administrator