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MICHIGAN

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
April 25, 2023 - 6:00 P.M. – In Person
Park Place Event Center – 310 N. Rush Street, Pentwater, MI**

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 April 5, 2023.
- 4. Public Comments: For items on the agenda.**
- 5. Public Hearing: None**
- 6. Old Business: None**
- 7. New Business:**
 - A. Site Plan Review – 258 W. Lowell Street
 - B. Parking in the Downtown Directive
- 8. Department/Committee Reports**
 - A. Zoning Administrator – See Attached Report.
 - B. Zoning Board of Appeals – No Meeting, No Report.
 - C. Master Plan Update – April 11th Meeting.
- 9. Public Comments**
- 10. Communications from Planning Commission Members**
- 11. Adjournment**

Next Scheduled Planning Commission Meeting – May 23, 2023 at Park Place.



VILLAGE OF PENTWATER

Planning Commission

ON PENTWATER LAKE AND LAKE MICHIGAN
65 N Hancock Street, P.O. Box 622, Pentwater, Michigan 49449
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Regular Meeting Minutes – April 5, 2023

Vice Chairperson Michelle Angell-Powell called the regular meeting of the Pentwater Village Planning Commission Meeting to order at 6:00 pm, in-person at Park Place, 310 N. Rush Street, Pentwater, with the Pledge of Allegiance.

ROLL CALL

Present: Michelle Angell-Powell, Bruce Koorndyk, Mary Temple, Amy Roberson, Ron Stoneman, and Paul Anderson.

Absent: Chris Conroy

Staff Present: Katie Anderson, Zoning Administrator.

APPROVAL OF AGENDA

Motion by Bruce Koorndyk, second by Ron Stoneman to approve the agenda presented.
Voice Vote: Ayes: 6 Nays: 0 Absent: 1 Motion passed.

APPROVAL OF REGULAR MEETING MINUTES

Motion by Ron Stoneman, second by Amy Roberson to approve the February 28, 2023, regular meeting minutes as presented.
Voice Vote: Ayes: 6 Nays: 0 Absent: 1 Motion passed.

PUBLIC COMMENTS FOR ITEMS ON THE AGENDA

PUBLIC HEARING

OLD BUSINESS

NEW BUSINESS

A. Approve and Recommend the Draft Language for Chapter 12 Amendment.

Motion by Ron Stoneman, second by Mary Temple to approve and recommend the draft language for Chapter 12 Amendment to the Village Council.

Discussion: Amy Roberson noted that Section 12.02.E Reserved for future use in the draft language should actually be Section 12.02.D Reserved for future use as that is how it is written in the most up to date Zoning Ordinance.

Motion rescinded.

Motion by Ron Stoneman, second by Mary Temple to approve and recommend the draft language to for the Chapter 12 Amendment to the Village Council with the Section in error being corrected.

Roll Call Vote: Yes: Stoneman, Temple, P. Anderson, Roberson, Koorndyk and Angell-Powell.
No: Absent: 1 Motion passed.

COMMITTEE/DEPARTMENT REPORTS

- A. **Zoning Administrator** - Ms. K. Anderson's written report was accepted by the Planning Commission.
- B. **Zoning Board of Appeals** – No meeting, no report.
- C. **Master Plan Update** – Ms. K. Anderson announced that a Master Plan meeting will take place on April 11th at 2pm.

PUBLIC COMMENTS

COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS

Michelle Angell-Powell – I want to know when we are going to discuss parking. I know we will have some issues coming up in the downtown with parking and properties with rentals coming in that will need parking.

Katie Anderson – Parking will be on the Planning Commission's future agenda, our focus is to get the Master Plan completed.

Discussion was held about adding Parking to the April 25th Agenda.

ADJOURNMENT

Motion by Bruce Koorndyk, second by Amy Roberson to adjourn the meeting at 6:22pm.
Voice Vote: Aye: 6 Nay: 0 Absent: 1 Motion passed.

Respectfully Submitted,

Katie Anderson

Katie Anderson, Zoning Administrator

April 6, 2023

Approved by the Village of Pentwater Planning Commission on _____.

DRAFT

**Insignia Homes
258 W. Lowell Street
Pentwater, Michigan 49449**

**Site Plan Review
April 19, 2023**

**Prepared By
Katie Anderson, Zoning Administrator
Village of Pentwater
Oceana County, Michigan**

Introduction

The subject property, 258 W. Lowell Street is vacant property located just west of Plymouth Street, on the north side of Lowell Street. The property is comprised of part of Lot 8, Block 25, part of the Vacated Alley lying within Block 25 and part of Vacated Cambridge Street, Plat of Middlesex, Village of Pentwater.

The subject property is located within the C-4, Hotel Resort District. The subject property is shown on the Village of Pentwater Future Land Use Map as property that is proposed to be used for single-family residential.

Background

The vacant lot is 15,610 sq. ft. The site plan meets all parking requirements for the home and meets all the setback requirements of Chapter 12A.

The total square footage of the home is 2,859 sq. ft. with a 460 sq. ft. attached garage.

Sewer, water, gas and electric will all be tied into existing utilities.

Final Site Plan Review

Site Plan review is required in accordance with Section 12.04.A and the provisions of Chapter 16 – Site Plan Review. This section will focus on the Zoning Ordinance provisions pertaining to Chapter 16 – Site Plan Review, Chapter 17 – Parking, and Chapter 21 – Signs.

Chapter 16 – Site Plan Review – Section 16.03.A – Site Plan Review Requirements

In accordance with this Section 16.03 et. seq. of the Zoning Ordinance, Staff finds the applicant has met all the submittal requirements for Site Plan Review.

Chapter 17 – Parking

In accordance with this Section 17 of the Zoning Ordinance, Staff finds the applicant has met all the submittal requirements for Site Plan Review.

Chapter 21 – Signs

No signs are proposed at this time. Any proposed signs would require application for a Zoning Permit.

Staff Recommendation

Staff recommends the Planning Commission consider approval of the Site Plan.

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ZONING ADMINISTRATOR'S REPORT

April 6, 2023

The following is a summary of activity conducted by the Zoning Administrator in March 2023:

Code Enforcement – None.

Planning Commission - The Planning Commission met on April 5th to:

1. Review and Recommend Draft Language for Chapter 12 Amendment.

Zoning Board of Appeals – No March Meeting.

Zoning Permits – The following Zoning Permits were issued in March of 2023:

1. ZP 23-07 was issued to Chad & Jessica Cordes: 721 E. Concord St. to construct a new 3,019 sq. ft. duplex.

Other – None.

Sincerely,

Katie Anderson

Katie Anderson
Zoning Administrator