

Discover  
PENTWATER

# 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  
July 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 June 27, 2023.
4. **Public Comments: For items on the agenda.**
5. **Public Hearing: None**
6. **Old Business: None**
7. **New Business:**
  - A. Master Plan
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**

**Next Scheduled Planning Commission Meeting – August 22, 2023 at Park Place.**

# ***VILLAGE OF PENTWATER***

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

## **ZONING ADMINISTRATOR'S REPORT**

**June 29, 2023**

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

**Code Enforcement** – None.

**Planning Commission** - The Planning Commission met on June 12<sup>th</sup> and June 27<sup>th</sup> to:

1. Approve Draft of the Master Plan and send to Council.
2. Public Hearing on Short-Term Rental Parking in the C-3 District.
3. Recommendation to Council to approved the Text Amendment to Section 17.02(D) of the Zoning Ordinance addressing Short-Term Rental Parking in the C-3 District.

**Zoning Board of Appeals** – No May Meeting.

**Zoning Permits** – The following Zoning Permits were issued in June of 2023:

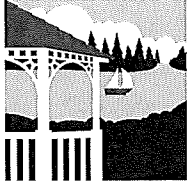
1. ZP 23-19 was issued to Pentwater Township: 500 N. Hancock St. to construct a 12' x 12' storage room.
2. ZP23-20 was issued to David Slachter: 366 N. Wythe St. to construct a new 1,983 sq. ft. home with a 564 sq. ft. garage.
3. ZP 23-21 was issued to Dune Ridge Construction: 633 Sixth St. to remove old deck and replace with a 1,296 sq. ft. new deck.

**Other** – None

Sincerely,

***Katie Anderson***

Katie Anderson  
Zoning Administrator



# VILLAGE OF PENTWATER

## Planning Commission

ON PENTWATER LAKE AND LAKE MICHIGAN  
65 N Hancock Street, P.O. Box 622, Pentwater, Michigan 49449  
(231) 869-8301 – FAX (231) 869-5120

### Regular Meeting Minutes – June 27, 2023

Vice Chair Michelle Angell called the regular meeting of the Pentwater Village Planning Commission Meeting to order at 6:02 pm, in-person at Park Place, 310 N. Rush Street, Pentwater, with the Pledge of Allegiance.

#### ROLL CALL

**Present:** Michelle Angell, Paul Anderson, Bruce Koorndyk, Amy Roberson, Ron Stoneman, and Chris Conroy.

**Absent:** None.

**Staff Present:** Katie Anderson, Zoning Administrator.

#### APPROVAL OF AGENDA

**Motion** by Ron Stoneman, second by Paul Anderson to approve the agenda presented.  
Voice Vote: Ayes: 6    Nays: 0    Absent: 0    Motion passed.

#### APPROVAL OF REGULAR MEETING MINUTES

**Motion** by Chris Conroy, second by Paul Anderson to approve the June 12, 2023, special meeting minutes as presented.  
Voice Vote: Ayes: 6    Nays: 0    Absent: 0    Motion passed.

#### PUBLIC COMMENTS FOR ITEMS ON THE AGENDA

Bruce Koorndyk asked Chris Conroy about her conversation with the Township and wondered what is happening with the Township getting the Master Plan and if they will be on schedule with the Village.

Chris Conroy stated that her latest conversation with Keith and Tony was the Township Planning Commission was going to hold a special meeting, because they meet every other month, and get closer in line with the schedule that the Village is currently on. That is what my question is going to be to them. Is did you get it to the Board yet?

**Motion** by Amy Roberson, second by Bruce Koorndyk to close the regular meeting and open the Public Hearing at 6:10pm.

**PUBLIC HEARING**

The public hearing is for the purpose of considering comments regarding an amendment to the Village of Pentwater Zoning Ordinance, in accordance with the Michigan Zoning Enabling Act (Public Act 12 of 2008). The amendment to the Zoning Ordinance would amend Section 17.02(D) as follows:

**C-3 Parking:** With the exception of residential uses, the off-street parking requirements of Section 17.06 do not apply in the C-3 District. Any parking area provided; however, shall meet the other applicable requirements of this Chapter. Residential uses within the C-3 district shall meet the requirements of this Section and Section 17.06 for determining the location of parking areas and the required number of spaces. For purposes of this Section, Short-Term Rental use(s) pursuant to and permitted under Chapter 153: Short-Term Rental Regulations, of the Village of Pentwater Code of Ordinances, as amended, do not constitute “residential use(s)”.

No comments made during the Public Hearing.  
Public Hearing finished; regular meeting reopened at 6:15pm.

**OLD BUSINESS**

None

**NEW BUSINESS**

- A. Consideration for an amendment to Section 17.02(D) of the Village of Pentwater Zoning Ordinance.

**Motion** by Ron Stoneman, second by Amy Roberson to recommend to the Village Council to amend Section 17.02(D) of the Village Zoning Ordinance to address parking for Short Term Rentals in the C-3 District.

Roll Call Vote: Ayes: Stoneman, Roberson, Conroy, Koorndyk, Anderson, and Angell.  
Nays: 0                  Absent: 0                  Motion passed.

- B. Accept Mary Temple’s resignation.

**Motion** by Ron Stoneman, second by Chris Conroy to accept Mary Temple’s resignation from the Planning Commission.

Roll Call Vote: Ayes: Stoneman, Conroy, Roberson, Koorndyk, Anderson, and Angell.  
Nays: 0                  Absent: 0                  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** – The Village Council received the Master Plan on June 12<sup>th</sup>.

## **PUBLIC COMMENTS**

## **COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS**

## **ADJOURNMENT**

**Motion** by Ron Stoneman, second by Chris Conroy to put the meeting at ease at 6:20pm.

Voice Vote: Aye: 6      Nay: 0      Absent: 0      Motion passed.

Vice Chair Michelle Angell called the meeting back to order at 6:25pm

## **ROLL CALL**

**Present:** Michelle Angell, Paul Anderson, Bruce Koorndyk, Amy Roberson, and Chris Conroy.

**Absent:** Ron Stoneman.

**Staff Present:** Katie Anderson, Zoning Administrator.

The Planning Commission and Village Council shall, at minimum, consider the following before taking action on any proposed amendment to the text of this Ordinance:

- A. Compatibility with the basic intent and purpose of the Ordinance;
  - Yes, all agree the amendment is compatible.
- B. Consistency with the goals, objectives, and future land uses of the Village of Pentwater Master Plan, including a sub-area or corridor studies;
  - Yes, all agree the amendment is consistent with the goals, objectives, and future land uses.
- C. The requested amendment will correct an error and/or clarify an ambiguity in the Ordinance;
  - Yes, all agree that the amendment will help clarify parking for Short-Term Rentals in the C-3 District.
- D. The requested amendment will resolve an inequitable situation created by the Ordinance and does not grant special privileges;
  - Yes, all agree will resolve the situation and does not grant special privileges.

- E. The requested amendment will not result in unlawful exclusionary zoning;
- Yes, all agree that the requested amendment will not result in unlawful exclusionary zoning.
- F. There is documentation from Village staff or the Zoning Board of Appeals indicating problems and conflicts in implementation or interpretation of specific sections of the Ordinance;
- Yes, there is documentation from Village Staff supporting there was a conflict in interpretation of Section 17.02(D).
- G. The requested amendment will address changes in state or federal legislation or regulations or other Village ordinances; and
- Yes, the requested amendment addresses a change to the Village ordinance.
- H. The requested amendment will resolve potential legal issues or administrative problems with the Ordinance based on recent case law or opinions rendered by the Attorney General of the State of Michigan.
- Yes, the requested amendment will resolve administrative problems and potential legal issues in the future.

#### ADJOURNMENT

**Motion** by Amy Roberson, second by Bruce Koorndyk to adjourn the meeting at 6:35pm.  
Voice Vote: Aye: 5      Nay: 0      Absent: 1      Motion passed.

Respectfully Submitted,

*Katie Anderson*

Katie Anderson, Zoning Administrator

June 28, 2023

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

## MEMORANDUM

To: Pentwater Township Board of Trustees

From: Keith Edwards, Zoning Administrator

Date: June 26, 2023

**Subject: Draft Master Plan for Review and Consideration for Distribution**

---

Enclosed with this memorandum is the draft of the Pentwater Community Master Plan for your review and consideration. This draft was delivered to the Planning Commission on June 13, 2023, where the Planning Commission decided to set a date for a special meeting of July 11, 2023 with the intention of making a recommendation to the Township Board that the Board authorize its distribution to neighboring communities, and other entities as required by the Michigan Planning Enabling Act, P.A. 33 or 2008.

Once the draft Master Plan is approved by the Board for distribution, our neighboring municipalities and other entities including the Mason and Oceana County Planning Commissions will have 63 days (MCL 125.3841(3)) to provide any advisory comments.

Following the 63-day review period, the Planning Commission will schedule a public hearing on the draft, and then meet to discuss any and all comments prior to deciding on adoption of the Master Plan.

Because the Township Board passed a resolution to approve or reject the plan at the beginning of the project, the anticipated last step of the process is Township Board review and approval of the final document.

Thus, the approximate timeline for completion of the document is as follows:

- Township Board receipt of the Master Plan draft – June 26-30, 2023.
- Planning Commission special meeting for recommendation to Township Board – July 12, 2023.
- Township Board decision to approve distribution of the draft Master Plan – July 13, 2023.
- Distribution to adjacent municipalities, including 2 counties and other entities – July 14, 2023.
- Expiration of the 63 Day review period – September 15, 2023.
- Planning Commission, on August 8 meeting, sets date for public hearing of October 10, 2023.
- Planning Commission reviews comments received at anticipated September 26 2023 special meeting.
- Planning Commission holds public hearing - Anticipated October 10, 2023
- Planning Commission Public Hearing and adoption of final Master Plan document – anticipated October 10, 2023
- Township Board approval of final Master Plan document – anticipated October 11, 2023