

# VILLAGE OF PENTWATER

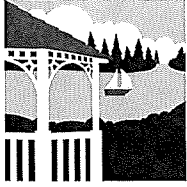
65 South Hancock Street, P.O. Box 622, Pentwater, Michigan 49449  
(231) 869-8301 - FAX (231) 869-5120  
[www.pentwatervillage.org](http://www.pentwatervillage.org)

**Planning Commission Regular Meeting  
August 22, 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 July 25, 2023.
4. **Public Comments:** For items on the agenda.
5. **Public Hearing:** None
6. **Old Business:** None
7. **New Business:**
  - A. Set Public Hearing Date for Master Plan
  - B. Proposed Zoning Amendment from Village Council, Building Height in the C3 District
  - C. Sign Setbacks in Residential Areas
8. **Department/Committee Reports**
  - A. Zoning Administrator – See Attached Report.
  - B. Zoning Board of Appeals – Met August 1<sup>st</sup> to set the Annual Meeting Schedule.
9. **Public Comments**
10. **Communications from Planning Commission Members**
11. **Adjournment**

**Next Scheduled Planning Commission Meeting – September 26, 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  
(231) 869-8301 – FAX (231) 869-5120

### Regular Meeting Minutes – July 25, 2023

Secretary Paul Anderson 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:** Paul Anderson, Bruce Koorndyk, Amy Roberson, and Chris Conroy.

**Absent:** Ron Stoneman and Michelle Angell.

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

#### APPROVAL OF AGENDA

**Motion** by Paul Anderson, second by Amy Roberson to approve the agenda presented.  
Voice Vote: Ayes: 4    Nays: 0    Absent: 2    Motion passed.

#### APPROVAL OF REGULAR MEETING MINUTES

**Motion** by Paul Anderson, second by Chris Conroy to approve the June 27<sup>th</sup> regular meeting minutes as presented.  
Voice Vote: Ayes: 4    Nays: 0    Absent: 2    Motion passed.

#### PUBLIC COMMENTS FOR ITEMS ON THE AGENDA

Bruce Koorndyk commented that the minutes from the June 27<sup>th</sup> meeting were well put together.

#### PUBLIC HEARING

None

#### OLD BUSINESS

None

#### NEW BUSINESS

A. Master Plan

Discuss was held amongst the Commissioners. The main talking point was discussing dates for comment reviews of the Master Plan and the Public Hearing date. Members agreed that it would be best to work with the Township’s Planning Commission and have these meetings jointly.

**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.

**PUBLIC COMMENTS**

None

**COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS**

**ADJOURNMENT**

**Motion** by Chris Conroy, second by Bruce Koorndyk to adjourn the meeting at 6:35pm.  
Voice Vote: Aye: 4      Nay: 0      Absent: 2      Motion passed.

Respectfully Submitted,

***Katie Anderson***

Katie Anderson, Zoning Administrator

July 26, 2023

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

**MEMORANDUM**

To: Village of Pentwater Planning Commission  
From: Katie Anderson, Zoning Administrator  
Date: August 15, 2023  
Subject: **Proposed Zoning Amendment from Village Council, Building Height in the C-3 District**

**Introduction**

The Pentwater Village Council at their August 14, 2023 Meeting made a motion to direct the Planning Commission to change the Zoning Ordinance 99-8, Section 12.04, the C-3 District Regulations, Maximum Height from 35 feet to 47 feet.

**Background**

The current C-3 District Regulations are:

<b>C-3 DISTRICT REGULATIONS</b>	
Minimum lot area	None required
Minimum lot width	
Maximum height	35 feet (See Section 2.03, Building Height)
Front yard setback	None required
Side yard setback	Against Residential District shall be 5 feet
Rear yard setback	Against Residential District shall be 15 feet
Maximum lot coverage	None required

With a height regulation increase to 47 feet, Section 3.02 Maximum Permitted Building Height also needs to be addressed. Section 3.02 states the following:

**SECTION 3.02 MAXIMUM PERMITTED BUILDING HEIGHT**

No building or structure shall exceed 35 feet in height unless otherwise provided in this ordinance and except as follows: (Amended 9/10/07)

- A. The following buildings and structures shall be exempt from regulations in all districts if they do not exceed fifty (50) feet and do not constitute habitable space: chimneys, elevated water towers, church spires, penthouses housing necessary mechanical appurtenances,

wind-powered electric generators, and television and radio reception and transmission antennas and towers.

- B. Additions to existing buildings and structures which now exceed the height limitations of their District may be constructed to the height of the existing building or structure to which the addition is attached if the lot is large enough to encompass a circular area with a radius at least equal to the height of the tallest structure or building.

If the maximum height is to increase to 47 feet, Section 3.02.A allowing 50 feet for: chimneys, elevated water towers, church spires, penthouses housing necessary mechanical appurtenances, wind-powered electric generators, and television and radio reception and transmission antennas and towers would become inefficient.

In researching hotel roof mechanical apparatuses such as HVAC systems, at least 10 feet of clearance would be needed. To be uniform with the Zoning Ordinance, clearance of sixty (60) feet in the C-3 District would give adequate allowance for such necessary equipment.

### **Recommendation**

Staff recommends the Planning Commission determine a more adequate height allowance for Section 3.02.A for only the C-3 District and to also set a Public Hearing for the next regularly scheduled Planning Commission meeting on September 26<sup>th</sup>.

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## **ZONING ADMINISTRATOR'S REPORT**

**August 1, 2023**

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

**Code Enforcement** – Short-Term Rentals to Bed & Breakfasts

**Planning Commission** - The Planning Commission met on July 25th to:

1. Master Plan Discussion

**Zoning Board of Appeals** – Met August 1<sup>st</sup> to set the 2023-2024 Meeting Schedule.

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

1. ZP 23-22 was issued to Josh Andrews: 314 S. Rutledge St. to install a 3' x 74' fence, a 3' x 10' fence, a 4' x 74' fence, a 6' x 56' fence.
2. ZP 23-23 was issued to Insignia Homes: 277 E. Third St. to remove existing addition and construct a 495 sq. ft. addition and a 336 sq. ft. screened in porch.

**Other** – None

Sincerely,

***Katie Anderson***

Katie Anderson  
Zoning Administrator