



# 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 Special Meeting  
October 3, 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.

4. **Public Comments:** For items on the agenda.
5. **Public Hearing:**

The public hearing is for the purpose of receiving public comments regarding the adoption of the Village's proposed joint Master Plan including the future land use map.

6. **New Business:**
  - A. Discussion of comments received from the public regarding the draft Master Plan and future land use map.
7. **Public Comments**
8. **Communications from Planning Commission Members**
9. **Adjournment**

**Next Scheduled Planning Commission Meeting – October 24, 2023 at Park Place.**

## MEMORANDUM

To: Pentwater Village Planning Commission

From: Katie Anderson, Zoning Administrator

Date: September 26, 2023

**Subject: Draft Master Plan Public Hearing**

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The Village Planning Commission will hold a Special Meeting on October 3, 2023 with the Pentwater Township Planning Commission to collect comments from the public regarding the draft of the joint Master Plan. Comments made include those regarding the text of the Master Plan as well as the future land use maps.

Attached to this memorandum are comments that we have received from David Bluhm, Kathy O'Connor, and Don Palmer, all members of the Village Council. Also attached, please find a copy of the draft minutes of the September 11, 2023 Village Council meeting where the draft of the Master Plan was discussed. No comments have yet been received from adjacent communities or other agencies that received notice of the draft plan.

On Monday, September 25, Keith Edwards, Township Zoning Administrator, and I met with Village Manager Chris Brown to discuss the comments that he and Rande Listerman the Village Clerk/Treasurer made at the meeting. We have made notes on the particulars of those comments, and plan to offer those up for discussion by the Master Plan Committee or Planning Commission at a later date.

At this time, I recommend that the Planning Commission take notes on the comments offered during the public hearing. Following the public hearing on October 3, the Planning Commission may wish to:

- Extend or continue the public hearing to a date certain to be announced at the October 3 public hearing;
- Move to end the public hearing on October 3, and forward the comments received and the draft Master plan back to the Master Plan Committee to discuss the comments with the goal of making changes to the document to address those comments; or,
- Move to end the public hearing on October 3 and discuss the comments at a subsequent Planning Commission meeting prior to making any changes to the draft plan.

Although the comments received thus far do not exhibit significant changes to land use, I do not recommend approving the draft Master Plan at this time until the comments are reviewed by the Master Plan Committee and/or each Planning Commission.

## Katherine Anderson

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**From:** Don <lchs@chartermi.net>  
**Sent:** Thursday, June 29, 2023 8:06 AM  
**To:** Katherine Anderson  
**Subject:** Re: Master Plan

Good Morning

Okay, first and foremost, nice report

As I am sure you are aware, I have seen a few of these over the years! Lol

Typically, these are used as proof of an 'action' or 'goals'

What I liked about this particular report is there were more specifics relative to projects hoped for or areas planned

Overall, a good report

You should be relieved and proud of this accomplishment

I have no general questions either

Have a good day

Don

Sent from my iPhone

On Jun 28, 2023, at 2:39 PM, Katherine Anderson <kanderson@pentwatervillage.org> wrote:

Wonderful, thank you Don!

*Katie Anderson*

Zoning Administrator

Pentwater Rec Director

Pentwater Park and Rec Board Chair

Village of Pentwater

65 S. Hancock St.

P.O. Box 622

Pentwater, MI 49449

Phone: 231-869-8301 ext. 4

Fax: 231-869-5120

**From:** Don <lchs@chartermi.net>  
**Sent:** Wednesday, June 28, 2023 2:21 PM  
**To:** Katherine Anderson <kanderson@pentwatervillage.org>  
**Subject:** Re: Master Plan

Hi, Katie

I have some comments I believe at home

I will have something for you later?

Thanks

Don

## Chapter 7:

### Waterfront Land Use Objectives

- Are objectives prioritized?
- Obj #4: Improve access to the waterfront for recreational uses such as fishing and boating
  - How is access inadequate today?

### The Village Marina

- As a bike rider, I believe more bike racks are needed in the village. However, I question the suggestion location. Racks are needed by the village green and definitely the beach (although outside the jurisdiction of the village). Just drive around to see where bike are parked now to assess appropriate locations.

### The Village Boat Launch

- 'Possible swimming by the Jr. Sailing Program area' – PLEASE strike this. I cannot think of an area to swim that would be more unsafe than here – right next to a boat launch and a seawall.

### Piers and Lighthouses

- Please verify with the Coast Guard that we do not have light houses – we have navigational markers that come under the purview of the Coast Guard and not the village.

### The Pentwater Approach to the Charles Mears' State Park

- Consider designs for a vertical structure ....
  - The functionality of the round-a-bout is utmost importance
  - Add a drop-off lane to alleviate congestion and backed-up traffic
  - Nothing other than a sculpture belongs in the center of the round-a-bout (maybe Water Maiden as she would not obstruct the view)
  - You cannot have people crossing both car and bike traffic to look at way finding signs

## Katherine Anderson

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**From:** David Bluhm <dbluhm61@gmail.com>  
**Sent:** Tuesday, September 19, 2023 9:05 AM  
**To:** Katherine Anderson  
**Cc:** Chris Brown  
**Subject:** Master Plan Comments

Katie. Here are my comments/suggestions on the Master Plan.

General - Section heading should be numbered and some are hard to follow, different fonts, sizes, needs formatting work.

Page 40 - Preservation/Protection/Integration - consider adding Corp of Engineers and Channel Maintenance/Infrastructure needs to section.

Page 41 - Right side middle - Need to strengthen this with regard to funding. Consider adding other programs we are pursuing - Chris Conroy can help here.

Page 44 - Water Quality - this section seems too long and wordy.

Page 63 - Channel Mgmt and PL Mgmt

-I don't think these should be grouped together as a single section.

-Aquatics is not infrastructure and doesn't belong in this section.

-A section on channel Infrastructure is needed here and should include channel infrastructure improvements to prolong life of channel and manage surge.

I can help with this section if you would like?

Page 72 - Goals - Specifically identify yearly channel sand and long term infrastructure maintenance as priority.

Page 76 - Do not see conditions of and identification of channel sand and long term infrastructure maintenance discussed as priority.

Page 82 - Seems like duplication of section for Piers and Lighthouses from prior wording?

Page 113 - Do not see Lakeshore Residential identified on Land Use Map?

Page 114 - No description of Overlay District provided?

Please reach out if you need my help with additional wording for channel infrastructure. Thanks. Dave

# *Village of Pentwater*

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## **Regular Meeting of Village Council September 11, 2023 Park Place 310 North Rush Street**

### **I. CALL TO ORDER**

President Jeff Hodges called the regular meeting of the Pentwater Village Council to order at 6:00 P.M. from Park Place Meeting Center at 310 North Rush Street.

### **II. PLEDGE OF ALLEGIANCE**

### **III. ROLL CALL**

Present: Dave Bluhm, Jared Griffis, Dan Nugent, Kathy O'Connor, Don Palmer, and Jeff Hodges.  
Absent: Michelle Angell-Powell

Also, present: Village Manager Chris Brown, Clerk/Treasurer Rande Listerman, Police Chief Laude Hartrum & Zoning Administrator/Rec Director Kate Anderson, Deputy Clerk/Treasurer Renee VanNortwick, and Deputy Clerk/Treasurer Barb Siok.

### **IV. PUBLIC COMMENTS – On the agenda**

*Chris Conroy, 560 S Hancock St. Unit 21* – The Clerk in her monthly report asked the council to consider turning over the Master Plan to the Village administrative staff to polish the formatting. Also, she pointed out some items that were added as re-development that were not in the Master Plan. I want to remind the council, the Master Plan is produced by the Planning Commission under the Michigan Planning Enabling Act and we are in the 63-day period for our neighbors, yourselves, the community here to review and to prepare for the Public Hearing on October 3<sup>rd</sup>. We are more than welcome to take comments from the Clerk, any of the Council members and our Village Manager they can be directed to Kate Anderson, the Zoning Official. We absolutely think a marketing tool by the administrative staff to advertise Pentwater to investors is in the pre-view and we encourage a marketing document. But the Master Plan is a future land use document, and it resides with the Planning Commission. Questions regarding the Council packet, the survey in the Council packet: I am curious about what it is attached to? I noticed we are yet on another new auditor. I am curious if there is any concern by the council that we are not using the same auditor or hiring the same auditor for at least 2 to 3 years.

### **V. APPROVAL OF THE AGENDA**

President Hodges requested an approval of the agenda. *Motion* by Palmer supported by Bluhm to approve the agenda as amended XIII. New Business Item H. Council Member Resignation.  
I. Water Connection Fee.

Voice Vote: Yes: 6. No: 0. Absent: Angell-Powell. Motion approved 6 - 0.

## **VI. CONSENT AGENDA**

- A. Approval of Minutes: Regular Council Meeting on July 10, 2023, with one correction under Item XII. Unfinished Business, Item C. Social District Resolution No. 2023-07-18 under the Roll Call vote remove the names of Don Palmer and Jared Griffis under the yes vote.
- B. Disbursements Village: Accounts Payable - \$787,114.52; Payroll - \$106,379.51.
- C. Disbursements from Township: Fire Department – \$9,615.07; Payroll – 355.84.
- D. Commission & Board Reports: Planning Commission, and DDA.
- E. Requests for Village Property use:  
None.  
*Motion* by Bluhm, supported by Griffis to approve the consent agenda items as presented.  
Roll Call Vote: Yes: Bluhm, Griffis, Nugent, O'Connor, Palmer, and Hodges.  
No: 0. Absent: 1. Consent agenda approved 6 - 0.

## **VII. ANNOUNCEMENTS**

Summer is over. It was a great summer, and we appreciate all the effort everyone put into its success.

*Trustee Don Palmer* – on behalf of the entire Council our thoughts are with the country on the anniversary of 9/11.

## **VIII. CORRESPONDENCE**

- o All correspondence directed to the Village Clerk is received and filed and emailed on to the Village Council.

The following citizens sent correspondence to the Village Clerk for the Village Council:

1. Pentwater Chamber.
2. Sue Porter.
3. Stuart Hartger.
4. Ryan Williams.
5. Richard Raffaelli.

## **IX. VILLAGE DEPARTMENT REPORTS**

*Reports are in the meeting packet and posted on [www.pentwatervillage.org](http://www.pentwatervillage.org).*

- A. Village Manager - Report submitted in writing.  
Village Manager Chris Brown shared with the Council he received word late today that the Village of Pentwater was on the list for the project submitted to Drinking Water State Revolving Fund. The project was awarded a grant of \$2,245,000 towards the entire project which is estimated to cost \$4,490,000.
- B. Clerk/Treasurer - Report submitted in writing.  
*Motion* by Palmer supported Griffis to receive the August 2023 financials as presented.  
Roll Call Vote: Yes: Bluhm, Griffis, Nugent, O'Connor, Palmer, and Hodges.  
No: 0. Absent: 1. Motion approved 6 - 0.
- C. Police Chief – Report submitted in writing.
- D. Fire Chief – Report submitted in writing.
- E. Zoning Administrator – Report submitted in writing.

F. Rec Director – Report submitted in writing.

G. Park Place – Report submitted in writing.

**X. COMMITTEE REPORTS**

A. Building & Grounds – No meeting, no report.

B. Finances – No meeting, no report.

C. Ordinances – No meeting, no report.

D. Personnel – Minutes submitted in writing.

E. Planning/Economic Development – No meeting, no report.

**XI. PUBLIC HEARING @ 6:30 P.M.**

None.

**XII. UNFINISHED BUSINESS**

A. Request For Proposal - Outreach and Communication Director.

Discussion was held regarding the document. The document is now named a “Request for Qualifications.” The Planning and Economic Development Committee will work with the chosen candidate.

**XIII. NEW BUSINESS**

A. Proclamation for 2023 Citizen of the Year - Joe Primozich.

*Motion* by Palmer, supported by Bluhm to approve the Proclamation honoring Joe Primozich as the 2023 Pentwater Citizen of the Year.

Roll Call Vote: Yes: Bluhm, Griffis, Nugent, O’Connor, Palmer, and Hodges.

No: 0. Absent: 1. Motion approved 6 - 0

B. Pentwater Art Council Presentation.

Judy Pazol, representing the Pentwater Art Council spoke to the council regarding the 3-year Sculpture Walk Project.

- The project is in the middle of its second year.
- The goal is to provide education of the sculpture medium to students and the public.
- Exposure to a specific art medium.
- Attract visitors to Pentwater which would support the local businesses.
- In 2024, the art council will be changing the company that handles the “Call for Artists” from a national company to a midwestern. The hope is this will be reflective of the Pentwater Community.
- In 2024, there will be more community involvement in the selection of art.
- The Art Council will work with Building and Grounds on placement of the sculptures to add in the ground maintenance.

- Move to a 12-month display of the sculptures so the guide for educational purposes that is created regarding the art can be utilized by the local teachers with their students.
- The Art Council would like to thank everyone that has participated in the project. We appreciate the lively discussion that has occurred regarding the changes moving forward.

### C. Master Plan Review.

Zoning Official Kate Anderson asked last month for the Village Council, Village Manager and Clerk/Treasurer to put their comments in writing for the Planning Commission to review regarding the draft of the Master Plan.

Discussion was held and the following items were not included in the draft:

#### *Village Manager Chris Brown:*

- Infrastructure is not covered in detail.
- The \$5.2 million in capital improvement upgrades over the last 5 years.
- The future water wells project.
- The improvements to the Sewer Plant.
- The remodel of Park Place Meeting Center
- New Village Hall.
- The current Paser ratings of the village roads.
- Incorporating the 5-year Parks & Rec Plan.
- Boat Launch Park cannot include a swimming area per DNR regulations.
- Master Plan should have a reference to the Re-Development Ready Community Program.
- Planning and Density for future growth within the township and the village needs to add the infrastructure, for examples utilities and storm sewer upgrades.

#### *Trustee Kathy O'Connor:*

Concerns regarding where the economic support is for what we are looking to do? Where are the hard foundational facts to support what the Master Plan is looking to accomplish.

#### Chapter 7:

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- How is access inadequate today? The Village Marina
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- Consider designs for a vertical structure ....
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- You cannot have people crossing both car and bike traffic to look at way finding signs.

### *Trustee Dave Bluhm:*

- The channel is critical infrastructure. Grants will be an important component.
- Dave will submit a detailed report in writing to the Zoning Administrator for the Planning Commission to review.

### *President Jeff Hodges:*

- Acknowledge the investment in the infrastructure.
- Developing our public access to the waterfront.
- However, that is a dangerous place for swimming.
- The boat launch rates should be lower or free for the village residents who pay the taxes to support the park.

### *Clerk/Treasurer Rande Listerman:*

In the written report submitted to council.

- The Village Administrative Staff proofread, edit, and format content of the document.
- Include new photos of the Village and the Waterfront.
- Park Place Meeting Center and the New Village Hall.
- North End Park upgrades which include the Pickle Ball Courts.
- North and South entrances to the Village.

Zoning Official Kate Anderson encouraged all the Council members to attend the Public Hearing for the Master Plan on October 3<sup>rd</sup> at 6:00 P.M. to hear the comments before the Council meeting on October 9<sup>th</sup>.

### D. Carroll Street Sewer Repair between 4<sup>th</sup> Street and 5<sup>th</sup> Street.

*Motion* by Bluhm, supported by Griffis to approve the Carrol Street Sewer Repair between 4<sup>th</sup> and 5<sup>th</sup> Street in the amount up to \$35,000 with a detailed cost breakdown and if it goes over the project needs to come back to the council.

*Trustee Don Palmer* – my no vote will be “on” the process.

Roll Call Vote: Yes: Bluhm, Griffis, Nugent, O'Connor, and Hodges.

No: Palmer. Absent: 1. Motion approved 5 - 1.

E. Police Patrol Car.

*Motion* by Palmer, supported by Bluhm to approve the process of beginning the ordering of a new patrol car for the 2024-2025 Budget.

Roll Call Vote: Yes: Bluhm, Griffis, Nugent, O'Connor, Palmer, and Hodges.

No: 0. Absent: 1. Motion approved 6 - 0.

F. Lot Split – 330 South Hancock Street.

*Motion* by Palmer, supported by O'Connor to approve Resolution No. 2023-09-20 Lot Split at 330 South Hancock Street.

Roll Call Vote: Yes: Bluhm, Griffis, Nugent, O'Connor, Palmer, and Hodges.

No: 0. Absent: 1. Motion approved 6 - 0.

G. Planning Commission Appointments.

*Motion* by Griffis, supported by Nugent to approve the re-appointment of Amy Roberson to the Planning Commission with a term ending June 2026. To appoint Kyle Jansen to the Planning Commission to fill the balance of Paul Anderson term which ends in May 2026.

Roll Call Vote: Yes: Bluhm, Griffis, Nugent, O'Connor, Palmer, and Hodges.

No: 0. Absent: 1. Motion approved 6 - 0.

H. Council Member Resignation.

*Motion* by Palmer, supported by Bluhm to accept with regrets Michelle Angell-Powell's resignation as a Village Council Trustee and thank her for the years of service.

Roll Call Vote: Yes: Bluhm, Griffis, Nugent, O'Connor, Palmer, and Hodges.

No: 0. Absent: 1. Motion approved 6 - 0.

President Jeff Hodges appoints John Perles to the Village Council to fill the vacant seat.

*Motion* by Griffis, supported by *Bluhm* to postpone the appointment to the vacant Village Council seat until the Council Meeting on October 9, 2023.

Roll Call Vote: Yes: Bluhm, Griffis, Nugent, O'Connor, and Palmer.

No: Hodges. Absent: 0. Motion approved 5 - 1.

*Motion* by Palmer, supported by O'Connor to appoint Dan Nugent to the Planning Commission as the liaison to the Village Council.

Roll Call Vote: Yes: Bluhm, Griffis, O'Connor, Palmer, and Hodges.

No: 0. Absent: 0. Abstain: Nugent. Motion approved 5 - 0 - 1.

I. Water Connection Fee

*Motion* by Griffis, supported by Bluhm to approve waiving the water connection fee for 481 North Morris Street.

Discussion was held:

Village Manager Chris Brown shared the water from the current well at 481 North Morris is no longer potable. Our Ordinance does not force a homeowner to connect to our system. However, the Village does not want another well drilled within the vicinity of the Village municipal water wells.

Roll Call Vote: Yes: Bluhm, Griffis, Nugent, O'Connor, Palmer, and Hodges.  
No: 0. Absent: 1. Motion approved 6 - 0.

**XIV. PUBLIC COMMENTS:**

*Chris Conroy, 560 South Hancock Street, Unit 21 – why did the lot split not come to the Planning Commission?*

*Jean Russell, 5545 Wayne Road – the tax issues are confused. The township is 1.21mills, the Township Road .05 mills otherwise every other tax that is levied will be seen by the village taxpayer.*

*Laura Muirhead, 420 Corey Circle – will you clarify if the C3 Commercial District will be required to have a Short-Term Rental license?*

*Chris Conroy, 560 South Hancock Street, Unit 21 – wanted to thank everyone in the community for their support of the National Ensign Races. It was a fantastic event. Those that participated in the race loved our town and the shopping. The business owners appreciated the extra business after Homecoming.*

**XV. COUNCIL COMMENTS:**

None.

**XVI. CLOSED SESSION**

None.

**XVII. ADJOURNMENT**

President Jeff Hodges adjourned the meeting 7:36 P.M.

Respectfully submitted,

\_\_\_\_\_  
Rande Listerman, MiCPT, CPFA, CPFIM, MiPMC  
Clerk/Treasurer

\_\_\_\_\_  
Date