

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
September 22, 2026 - 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 August 25, 2026
4. **Public Comments:** For items on the agenda.
5. **Public Hearings:**
 - A. Solar Ordinance Text Amendment
 - B. Sign Ordinance Text Amendment
 - C. Review Deadlines Ordinance Text Amendment
6. **Action Items:** Recommendation to the Village Council for Public Hearings A - C
7. **Discussion Items**
 - A. Private Streets Ordinance Discussion
 - B. Other discussion items
8. **Old Business:** None
9. **Department/Committee Reports**
10. **Public Comments**
11. **Communications from Planning Commission Members**
12. **Adjournment**

Planning Commission Minutes
August 25, 2026
Park Place – 310 N. Rush St.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Stoneman called the meeting of the Pentwater Village Planning Commission to order at 6:00 pm from Park Place Meeting Center, and the Pledge of Allegiance was recited.

II. ROLL CALL

Present: Stoneman, Nugent, Provencial, Ressel-Hodan, Andrews, Conroy
Absent: Roberson

Also present: Zoning Administrator Aaron Bigelow, Deputy Clerk/Treasurer Jody TerHaar

III. APPROVAL OF AGENDA

Chair Stoneman requested approval of the Agenda. *Motion* by Conroy, supported by Andrews to approve the Agenda as presented.

Voice vote: Yes: 6. No: 0. Absent: 1. Motion approved 6-0.

IV. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Chair Stoneman requested approval of the Minutes. *Motion* by Conroy, supported by Andrews to approve the previous Minutes as presented.

Voice vote: Yes: 6. No: 0. Absent: 1. Motion approved 6-0.

V. PUBLIC COMMENTS FOR ITEMS ON THE AGENDA: None

VI. PUBLIC HEARING: None

VII. ACTION ITEMS: None

VIII. DISCUSSION ITEMS:

A. Solar Energy Systems Ordinance Text Amendment

There was review of the current 50-foot height limit for the listed exceptions under Section 3.02.A to determine if this is still appropriate. It was decided that anything higher in C-3 would need a special land use.

The Commission felt no more discussion was needed and that it is ready for a hearing next month.

B. Sign Ordinance Text Amendment

All agreed they would like some guidelines for signs, but nothing too restrictive. The Commission would like them to be compatible with the surrounding area.

The Commission discussed potentially having some sign design guidelines and would also like more input on this from other groups, such as the Downtown Development Authority and Chamber of Commerce. This may be revisited at a later date.

The ordinance amendment for signs, which requires special event signs to follow all requirements and be taken down 7 days after the event, will be reviewed at a public hearing in September.

C. Other Discussion Items

Zoning Administrator Bigelow asked the Commission if they would like copies of the whole packet or just the Agenda at the start of every meeting. They requested only the Agenda.

There was discussion about Sands and Morris Streets and how Morris doesn't exist north of Sands. Currently, there is an access easement serving two residential units north of Sands on Morris, which they share as a private driveway. If this driveway serves three or more residential units, it would be required to be upgraded to private road standards, and the landowners on that easement would need to construct the road up to their property. The Village currently does not have the funds to put in a road. The Zoning Administrator and Attorney will review private road requirements and may present an ordinance amendment for consideration at a future meeting.

IX. OLD BUSINESS

There was talk about zoning ordinance rewrites and the process involved. The Commission wondered how the process could get started and financed, with agreement that coordination with the Village Council would be required to initiate the process.

The Commission agreed the accessory dwelling units will be the next ordinance amendment for review at a subsequent meeting.

X. DEPARTMENT/COMMITTEE REPORTS

Zoning Administrator – see attached report from Aaron Bigelow.

XI. PUBLIC COMMENTS - None

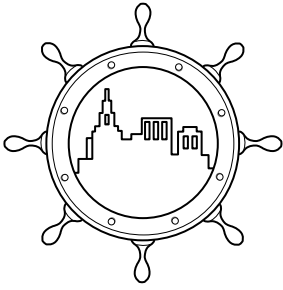
XII. COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS - None

XIII. ADJOURNMENT

Motion by Conroy to adjourn at 7:10 pm. All in favor.

Respectfully submitted,

Jody TerHaar
Deputy Clerk/Treasurer



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Andrea Goodell
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andrea@freshcoastplanning.com

MEMORANDUM

To: Village of Pentwater Planning Commission
From: Aaron Bigelow
Date: September 15, 2026
Re: Solar Energy Systems Ordinance Amendment- Public Hearing

As discussed at recent Planning Commission meetings, the Village of Pentwater does not currently have any regulations for Solar Energy Systems. Due to this lack of regulation, Solar Energy Systems (SES) are not currently allowed in the Village. To allow for the future development of SES in the Village, the Planning Commission has reviewed draft language that permits accessory use solar in the Village.

As directed by Planning Commission deliberations, we have prepared an ordinance text amendment which includes the following language:

- Applies the structure and majority of the regulations from the Village of Shelby sample ordinance.
- Prohibits solar energy systems in the waterfront yard of any property.
- SES cannot exceed ten (10) feet above the finished roofline.
- Adds SES as an exemption in Section 3.02.A, with the ability for qualified exemptions in which exceed fifty (50) feet in height to apply for a SLU to be reviewed by the Commission.

Planning Commission Review

At your September 22, 2026, meeting, the Planning Commission will hold a public hearing to review the proposed ordinance text amendment and determine if the presented regulations may be appropriate for the Village of Pentwater.

Following Planning Commission deliberations, we can return with an updated draft amendment that incorporates any desired changes or send the ordinance amendment to the Village Council with the Planning Commission recommendation of adoption.

AB
Planner

VILLAGE OF PENTWATER
COUNTY OF OCEANA, MICHIGAN

At a regular meeting of the Village Council of the Village of Pentwater, held at the Park Place,
310 N Rush Street, Pentwater, Michigan, on the ____ day of _____ 2026, at 6:00 p.m.

PRESENT: Members: _____

ABSENT: Members: _____

ORDINANCE NO. 2026-

AN ORDINANCE TO AMEND THE VILLAGE ZONING ORDINANCE
[Solar Energy Systems]

THE VILLAGE OF PENTWATER ORDAINS:

Section 1. Definitions. Section 2.19 of the Village of Pentwater Zoning Ordinance is hereby amended by the addition of the terms “Solar Energy Collector- Building Mounted”, “Solar Energy Collector- Ground Mounted”, “Solar Energy System- Accessory Use” and “Solar Energy System- Principal Use”, which shall be defined as follows:

SOLAR ENERGY COLLECTOR-BUILDING MOUNTED

A solar energy collector attached to the roof or wall of a building, or which serves as the roof, wall, or other element in whole or in part of a building. Also includes building-integrated photovoltaic systems (BIPV).

SOLAR ENERGY COLLECTOR-GROUND MOUNTED

A solar energy collector that is not attached to and is separate from any building on the lot on which the solar energy collector is located.

SOLAR ENERGY SYSTEM- ACCESSORY USE

A solar energy system that is an accessory to the primary use of a lot, such as a residence or a commercial building, and that primarily provides electricity intended for use by a primary structure located on the same parcel as the solar energy system. Accessory systems can range in size and configuration. They typically range from being small enough to power an exterior light fixture to being large enough to power electricity for multiple buildings, for instance livestock or equipment barns. Accessory systems can be affixed to the roof or wall of a building or can be freestanding, ground-mounted structures.

SOLAR ENERGY SYSTEM- PRINCIPAL USE

A ground-mounted solar energy system that captures and converts solar energy into electricity, for the purpose of sale or for use in locations other than solely the solar energy system principal lot.

Section 2. Accessory Use Solar Energy Systems. Chapter 3 of the Village of Pentwater

Zoning Ordinance is hereby amended by the addition of a new Section 3.37 which shall read as follows:

SECTION 3.37. ACCESSORY USE SOLAR ENERGY SYSTEMS

- A. **Applicability.** This section applies to any system of accessory use solar energy collector systems within the Village.
- B. **Exemption.** This section does not apply to solar energy collectors mounted on fences, poles, or on the ground with collector surface areas less than five (5) square feet and a height of less than five (5) feet above the ground. Nothing in this section shall be construed to prohibit collective solar installations or the sale of excess power through a net billing or net-metering arrangement.
- C. **General Requirements.**
 - 1. **Permitted Use:** Accessory Use Solar Energy Systems are a permitted use in all zoning districts.
 - 2. **Permit Required.** No accessory use solar energy system shall be installed or operated except in compliance with this section. A zoning permit shall be obtained from the Zoning Administrator prior to the installation of a ground-mounted solar energy system. A zoning permit shall not be required for building mounted systems that remain parallel to the roofline and do not exceed the peak of the building to which they are attached. All accessory use solar energy systems shall be constructed, installed, operated, and maintained in strict accordance with the Michigan Building Code, the Electrical Code, and the manufacturer's specifications.
 - 3. **Glare and Reflection.** The exterior surfaces of solar energy collectors shall be generally neutral in color and substantially non-reflective of light. A unit may not be installed or located so that sunlight or glare is reflected into neighboring dwellings or onto adjacent roads or private roads.
 - 4. **Installation.**
 - a. A solar energy collector shall be permanently and safely attached to the ground or structure. Solar energy collectors, and their installation and use, shall comply with building codes and other applicable village and state requirements.
 - b. Solar energy systems shall be installed, maintained, and used only in accordance with the manufacturer's directions. A copy shall be submitted to the Village prior to installation.
 - 5. **Power Lines.** On-site power lines between solar panels and inverters shall be placed underground.
 - 6. **Abandonment and Removal.** A solar energy system that ceases to produce energy on a continuous basis for twelve (12) months will be considered abandoned. Following the abandonment of a solar energy collector system, the following standards are applicable:

- a. The responsible party may reinstate the system up to six (6) months after the system is declared abandoned if the Village is given substantial evidence of the responsible party's intent to maintain and reinstate the operation of that system.
- b. The responsible party shall remove all equipment and facilities and restore the lot to its condition prior to the development of the system within one (1) year of abandonment.

D. Building Mounted Solar Energy Collectors. These systems may be established as accessory uses to principal uses in all zoning districts subject to the following conditions.

1. **Maximum Height.** Building-mounted solar energy collectors shall be attached directly to the building and shall not **exceed ten (10) feet above the finished roofline.** ~~be taller than the peak of the building to which they are attached.~~
2. **Obstruction.** Building-mounted solar energy collectors shall not obstruct solar access to adjacent properties.

E. Ground Mounted Solar Energy Collectors. These systems may be established as accessory uses to principal uses in all zoning districts subject to the following conditions.

1. **Rear and Side Yards.** A ground mounted system may be located in the rear yard or the side yard and shall be subject to the setbacks for accessory buildings.
2. **Front Yard.** Except for waterfront lots, the unit may be located in the front yard only if located not less than one hundred fifty (150) feet from the front lot line.
3. **Waterfront.** Any ground mounted system shall not be located between the principal building and any lake, river or stream.
4. **Obstruction.** Ground-mounted solar energy collectors shall not obstruct solar access to adjacent properties.
5. **Vegetation.** All vegetation underneath solar energy infrastructure shall be properly maintained as to not block access to solar collectors.
6. **Maximum Number.** There shall be no more than one (1) ground-mounted solar energy collector per principal building on a lot.
7. **Maximum Size.** There shall be no more than one percent (1%) of the lot area, up to one thousand five hundred (1,500) square feet of collector panels on a ground-mounted solar energy collector system.
8. **Maximum Height.** The maximum height shall be sixteen (16) feet. measured from the natural grade below the unit to the highest point at full tilt.
9. **Minimum Lot Area.** One (1) acre shall be the minimum lot area to establish a ground-mounted solar energy collector system.

10. **Screening.** Screening shall be required in cases where a ground-mounted solar energy collector impacts views from adjacent residential properties. Screening methods may include the use of material, colors, textures, screening walls, and landscaping that will blend the unit into the natural setting and existing environment.
- ~~11. Applicants requesting ground-mounted solar energy collectors shall demonstrate the system's projected electricity generation capability, and the system shall not regularly exceed the power consumption demand of the principal and accessory land uses on the lot. However, larger systems may be approved if greater electricity need is demonstrated to power on-site buildings and uses.~~

Section 3. Maximum Permitted Building Height. Section 3.02.A of the Village of Pentwater Zoning Ordinance is hereby amended to read as follows:

- A. The following buildings and structures shall be exempt from height 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, solar energy systems, and television and radio reception and transmission antennas and towers. On lands located in the C-3 District, qualified exemptions included in this section exceeding fifty (50) feet may be approved by the Planning Commission as a Special Land Use in accordance with the requirements of Chapter 15.

VILLAGE OF PENTWATER
COUNTY OF OCEANA, MICHIGAN

At a regular meeting of the Village Council of the Village of Pentwater, held at the Park Place,
310 N Rush Street, Pentwater, Michigan, on the ____ day of _____ 2026, at 6:00 p.m.

PRESENT: Members: _____

ABSENT: Members: _____

ORDINANCE NO. 2026-

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[Solar Energy Systems]

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- C. **General Requirements.**
 - 1. **Permitted Use:** Accessory Use Solar Energy Systems are a permitted use in all zoning districts.
 - 2. **Permit Required.** No accessory use solar energy system shall be installed or operated except in compliance with this section. A zoning permit shall be obtained from the Zoning Administrator prior to the installation of a ground-mounted solar energy system. A zoning permit shall not be required for building mounted systems that remain parallel to the roofline and do not exceed the peak of the building to which they are attached. All accessory use solar energy systems shall be constructed, installed, operated, and maintained in strict accordance with the Michigan Building Code, the Electrical Code, and the manufacturer's specifications.
 - 3. **Glare and Reflection.** The exterior surfaces of solar energy collectors shall be generally neutral in color and substantially non-reflective of light. A unit may not be installed or located so that sunlight or glare is reflected into neighboring dwellings or onto adjacent roads or private roads.
 - 4. **Installation.**
 - a. A solar energy collector shall be permanently and safely attached to the ground or structure. Solar energy collectors, and their installation and use, shall comply with building codes and other applicable village and state requirements.
 - b. Solar energy systems shall be installed, maintained, and used only in accordance with the manufacturer's directions. A copy shall be submitted to the Village prior to installation.
 - 5. **Power Lines.** On-site power lines between solar panels and inverters shall be placed underground.
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- b. The responsible party shall remove all equipment and facilities and restore the lot to its condition prior to the development of the system within one (1) year of abandonment.

D. **Building Mounted Solar Energy Collectors.** These systems may be established as accessory uses to principal uses in all zoning districts subject to the following conditions.

Maximum Height. Building-mounted solar energy collectors shall be attached directly to the building and shall not exceed ten (10) feet above the finished roofline.

1. **Obstruction.** Building-mounted solar energy collectors shall not obstruct solar access to adjacent properties.

E. **Ground Mounted Solar Energy Collectors.** These systems may be established as accessory uses to principal uses in all zoning districts subject to the following conditions.

1. **Rear and Side Yards.** A ground mounted system may be located in the rear yard or the side yard and shall be subject to the setbacks for accessory buildings.
2. **Front Yard.** Except for waterfront lots, the unit may be located in the front yard only if located not less than one hundred fifty (150) feet from the front lot line.
3. **Waterfront.** Any ground mounted system shall not be located between the principal building and any lake, river or stream.
4. **Obstruction.** Ground-mounted solar energy collectors shall not obstruct solar access to adjacent properties.
5. **Vegetation.** All vegetation underneath solar energy infrastructure shall be properly maintained as to not block access to solar collectors.
6. **Maximum Number.** There shall be no more than one (1) ground-mounted solar energy collector per principal building on a lot.
7. **Maximum Size.** There shall be no more than one percent (1%) of the lot area, up to one thousand five hundred (1,500) square feet of collector panels on a ground-mounted solar energy collector system.
8. **Maximum Height.** The maximum height shall be sixteen (16) feet, measured from the natural grade below the unit to the highest point at full tilt.
9. **Minimum Lot Area.** One (1) acre shall be the minimum lot area to establish a ground-mounted solar energy collector system.
10. **Screening.** Screening shall be required in cases where a ground-mounted solar energy collector impacts views from adjacent residential properties. Screening methods may

include the use of material. colors. textures. screening walls. and landscaping that will blend the unit into the natural setting and existing environment.

Section 3. Maximum Permitted Building Height. Section 3.02.A of the Village of Pentwater Zoning Ordinance is hereby amended to read as follows:

- A. The following buildings and structures shall be exempt from height 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, solar energy systems, and television and radio reception and transmission antennas and towers. On lands located in the C-3 District, qualified exemptions included in this section exceeding fifty (50) feet may be approved by the Planning Commission as a Special Land Use in accordance with the requirements of Chapter 15.

Section 4. **Effective Date.** This ordinance shall become effective seven (7) days after its publication or seven (7) days after the publication of a summary of its provisions in a local newspaper of general circulation in the Village.

AYES: Members:

NAYS: Members:

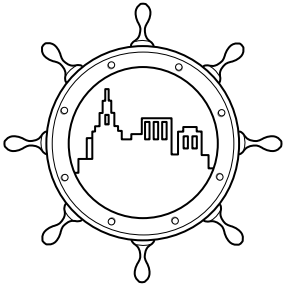
ORDINANCE DECLARED ADOPTED.

Michelle Bieri, Village Clerk
Village of Pentwater

STATE OF MICHIGAN)
) ss.
COUNTY OF OCEANA)

I hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the Village Council of the Village of Pentwater at a regular meeting held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

Michelle Bieri, Village Clerk
Village of Pentwater



Fresh Coast Planning

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Andrea Goodell
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andrea@freshcoastplanning.com

MEMORANDUM

To: Village of Pentwater Planning Commission
From: Aaron Bigelow
Date: September 15, 2026
Re: Sign Ordinance Amendment- Public Hearing

As a reminder, at the May 26, 2026 Planning Commission meeting, it was determined that the sign ordinance references need to be updated for accuracy. Following Planning Commission deliberations over the past few months, it was ultimately determined that it would be appropriate to limit the amendment of Chapter 21 to include the following:

- Special event signs must be removed 7 days after the event
- Special event signs will be exempt from a permit, but must still comply with all requirements.
- Correct the sign chapter references throughout the Zoning Ordinance

We have provided the attached amendment which incorporates the requested language.

Public Hearing

At your September 22, 2026, meeting, the Planning Commission will hold a public hearing to review the proposed ordinance text amendment and determine if the presented regulations may be appropriate for the Village of Pentwater.

Following Planning Commission deliberations, we can return with an updated draft amendment that incorporates any desired changes or send the ordinance amendment to the Village Council with the Planning Commission recommendation of adoption.

AB
Planner

VILLAGE OF PENTWATER
COUNTY OF OCEANA, MICHIGAN

At a regular meeting of the Village Council of the Village of Pentwater, held at the Park Place,
310 N Rush Street, Pentwater, Michigan, on the ____ day of _____ 2026, at 6:00 p.m.

PRESENT: Members: _____

ABSENT: Members: _____

ORDINANCE NO. 2026-__

**AN ORDINANCE TO AMEND THE VILLAGE ZONING ORDINANCE
[Signs]**

THE VILLAGE OF PENTWATER ORDAINS:

Section 1. Signs Exempted. Section 21.04.I is hereby amended to read in its entirety as follows:

I. Special Event Signs shall not require a permit, but shall be removed within seven (7) days following event or activity, and shall comply with other applicable provisions of this Ordinance.

Section 2. R-R District. Section 4.04.C is hereby amended to read in its entirety as follows:

C. Signs are permitted in accordance with the requirements of Chapter ~~17~~ 21.

Section 3. R-1 District. Section 5.04.C is hereby amended to read in its entirety as follows:

C. Signs are permitted in accordance with the requirements of Chapter ~~17~~ 21.

Section 4. R-2 District. Section 6.04.C is hereby amended to read in its entirety as follows:

C. Signs are permitted in accordance with the requirements of Chapter ~~17~~ 21.

Section 5. R-3 District. Section 7.04.C is hereby amended to read in its entirety as follows:

C. Signs are permitted in accordance with the requirements of Chapter ~~17~~ 21.

Section 6. R-O District. Section 10.04.C is hereby amended to read in its entirety as follows:

C. Signs are permitted in accordance with the requirements of Chapter ~~17~~ 21.

Section 7. C-1 District. Section 11.04.C is hereby amended to read in its entirety as follows:

C. Signs are permitted in accordance with the requirements of Chapter ~~17~~ 21.

Section 8. C-3 District. Section 12.04.C is hereby amended to read in its entirety as follows:

C. Signs are permitted in accordance with the requirements of Chapter ~~17~~ 21.

Section 9. C-4 District. Section 12A.04.C is hereby amended to read in its entirety as follows:

C. Signs are permitted in accordance with the requirements of Chapter ~~17~~ 21.

Section 10. LI District. Section 13.04.C is hereby amended to read in its entirety as follows:

C. Signs are permitted in accordance with the requirements of Chapter ~~17~~ 21.

Section 11. Signs Exempted The first unnumbered paragraph Section 21.04 is hereby amended to read in its entirety as follows:

The following signs shall be exempt from the provisions of this Chapter, except such signs shall comply with the requirements of Sections 21.11. ~~and 21.12.~~

Section 12. Signs For Other Land Uses Section 21.11.A is hereby amended to read in its entirety as follows:

A. Signs in the Planned Unit Development District shall comply with the applicable sign provisions of Section ~~17.16-~~21.09.

Section 13. **Effective Date.** This ordinance shall become effective seven (7) days after its publication or seven (7) days after the publication of a summary of its provisions in a local newspaper of general circulation in the Village.

AYES: Members:

NAYS: Members:

ORDINANCE DECLARED ADOPTED.

Michelle Bieri, Village Clerk
Village of Pentwater

STATE OF MICHIGAN)
) ss.
COUNTY OF OCEANA)

I hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the Village Council of the Village of Pentwater at a regular meeting held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

Michelle Bieri, Village Clerk
Village of Pentwater

VILLAGE OF PENTWATER
COUNTY OF OCEANA, MICHIGAN

At a regular meeting of the Village Council of the Village of Pentwater, held at the Park Place,
310 N Rush Street, Pentwater, Michigan, on the ____ day of _____ 2026, at 6:00 p.m.

PRESENT: Members: _____

ABSENT: Members: _____

ORDINANCE NO. 2026-__

**AN ORDINANCE TO AMEND THE VILLAGE ZONING ORDINANCE
[Signs]**

THE VILLAGE OF PENTWATER ORDAINS:

Section 1. Signs Exempted. Section 21.04.I is hereby amended to read in its entirety as follows:

I. Special Event Signs shall not require a permit, but shall be removed within seven (7) days following event or activity, and shall comply with other applicable provisions of this Ordinance.

Section 2. R-R District. Section 4.04.C is hereby amended to read in its entirety as follows:

C. Signs are permitted in accordance with the requirements of Chapter 21.

Section 3. R-1 District. Section 5.04.C is hereby amended to read in its entirety as follows:

C. Signs are permitted in accordance with the requirements of Chapter 21.

Section 4. R-2 District. Section 6.04.C is hereby amended to read in its entirety as follows:

C. Signs are permitted in accordance with the requirements of Chapter 21.

Section 5. R-3 District. Section 7.04.C is hereby amended to read in its entirety as follows:

C. Signs are permitted in accordance with the requirements of Chapter 21.

Section 6. R-O District. Section 10.04.C is hereby amended to read in its entirety as follows:

C. Signs are permitted in accordance with the requirements of Chapter 21.

Section 7. C-1 District. Section 11.04.C is hereby amended to read in its entirety as follows:

C. Signs are permitted in accordance with the requirements of Chapter 21.

Section 8. C-3 District. Section 12.04.C is hereby amended to read in its entirety as follows:

C. Signs are permitted in accordance with the requirements of Chapter-21.

Section 9. C-4 District. Section 12A.04.C is hereby amended to read in its entirety as follows:

C. Signs are permitted in accordance with the requirements of Chapter 21.

Section 10. LI District. Section 13.04.C is hereby amended to read in its entirety as follows:

C. Signs are permitted in accordance with the requirements of Chapter 21.

Section 11. Signs Exempted The first unnumbered paragraph Section 21.04 is hereby amended to read in its entirety as follows:

The following signs shall be exempt from the provisions of this Chapter, except such signs shall comply with the requirements of Sections 21.11.

Section 12. Signs For Other Land Uses Section 21.11.A is hereby amended to read in its entirety as follows:

A. Signs in the Planned Unit Development District shall comply with the applicable sign provisions of Section 21.09.

Section 13. **Effective Date.** This ordinance shall become effective seven (7) days after its publication or seven (7) days after the publication of a summary of its provisions in a local newspaper of general circulation in the Village.

AYES: Members:

NAYS: Members:

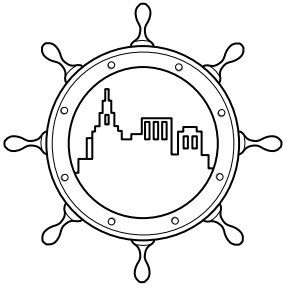
ORDINANCE DECLARED ADOPTED.

Michelle Bieri, Village Clerk
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STATE OF MICHIGAN)
) ss.
COUNTY OF OCEANA)

I hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the Village Council of the Village of Pentwater at a regular meeting held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

Michelle Bieri, Village Clerk
Village of Pentwater



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MEMORANDUM

To: Village of Pentwater Planning Commission
From: Aaron Bigelow
Date: September 15, 2026
Re: Review Deadlines Ordinance Amendment- Public Hearing

As discussed at recent Planning Commission meetings, Special Land Use (SLU) and Site Plan Review (SPR) application submissions currently have set deadlines in the Zoning Ordinance. These deadlines do not allow for adequate review time for SLUs or SPRs, which are often complex projects requiring a thorough review against Ordinance requirements.

The Planning Commission has determined that revising these deadlines will allow for adequate time to perform a thorough review to ensure application completeness and compliance. As proposed, these deadlines will be set administratively and will not be recorded in the Zoning Ordinance. As you'll note in the attached draft ordinance the following sections are proposed to be amended:

- Section 15.02.B and 15.02.C
- Section 16.04.A
- Section 14.03.B.2
- Section 14.03.C.2

Planning Commission Review

At your September 22, 2026, meeting, the Planning Commission will hold a public hearing to review the proposed ordinance text amendment and determine if the presented regulations may be appropriate for the Village of Pentwater.

Following Planning Commission deliberations, we can return with an updated draft amendment that incorporates any desired changes or send the ordinance amendment to the Village Council with the Planning Commission recommendation of adoption.

AB
Planner

VILLAGE OF PENTWATER
COUNTY OF OCEANA, MICHIGAN

At a regular meeting of the Village Council of the Village of Pentwater, held at the Village Hall, 327 Hancock Street, Pentwater, Michigan, on the ____ day of _____ 2026, at 6:00 p.m.

PRESENT: Members: _____

ABSENT: Members: _____

ORDINANCE NO. 2026-__

**AN ORDINANCE TO AMEND THE VILLAGE ZONING ORDINANCE
[Review Deadlines]**

THE VILLAGE OF PENTWATER ORDAINS:

Section 1. Special Land Use: Application and Review Procedures. Section 15.02 is hereby amended to read in its entirety as follows:

SECTION 15.02 APPLICATION AND REVIEW PROCEDURES

A. An application shall be submitted through the Clerk, accompanied by:

1. the payment of a fee as established by the Village Council;
2. a completed application form, as provided by the Village; and
3. a complete site plan in ten (10) copies, as specified in Chapter 16.

~~B. Applications for a Special Land Use shall be submitted at least thirty (30) days prior to the next Planning Commission meeting at which the application is to be considered.~~

~~C.~~ B. The completed application, along with the required site plan, shall be ~~forwarded to the Planning Commission at its next scheduled meeting.~~ submitted to the Zoning Administrator or other designated official. The Zoning Administrator or other designated official will review the application and plans for completeness, then transmit them to the Planning Commission for review.

~~D.~~ C. The Planning Commission shall hold a public hearing on the application, providing notice of such hearing is in accordance with the Zoning Act. The Planning Commission shall then review the application and such other information available to it through the public hearing or from any other sources, including recommendations or reports from the Village's planner, engineer, or other party, and shall approve,

approve with conditions, or deny the request, and incorporate the basis for the decision and any conditions which should be imposed.

~~E.~~ D. No petition for Special Land Use approval, which has been disapproved, shall be resubmitted for a period of one (1) year from the date of disapproval, except as may be permitted after learning of new and significant facts or conditions which might reasonably result in favorable action upon resubmittal.

~~F.~~ E. A Special Land Use approved pursuant to this Chapter shall be valid for one (1) year from the date of approval. Each development shall be under construction and show substantial progress toward completion or begin operation of the approved activity within one (1) year after the date of approval of the Special Land Use, except as noted below.

1. The Planning Commission may grant one (1) six (6) month extension of such time period, provided the applicant requests the extension prior to the date of the expiration of the Special Land Use approval.
2. The extension shall be approved if the applicant presents reasonable evidence to the effect that said development has encountered unforeseen difficulties beyond the control of the applicant, and the project will proceed within the extension period.
3. If neither of the above provisions are fulfilled or the six (6) month extension has expired prior to construction, the Special Land Use approval shall be null and void.

~~G.~~ F. The Planning Commission shall have the authority to revoke any Special Land Use approval after it has been shown that the holder of the approval has failed to comply with any of the applicable requirements of this Chapter, other applicable sections of this Ordinance, or conditions of the Special Land Use approval. Prior to any action, the Planning Commission shall conduct a public hearing following the notification procedures for the original approval.

Section 2. Site Plan Review: Application and Review. Section 16.04.A is hereby amended to read in its entirety as follows:

~~A. — Site plans, and a completed application form, and an application fee shall be submitted to the Zoning Administrator, by the petitioner or his designated agent, at least fourteen (14) days prior to the next regular Planning Commission meeting. The Zoning Administrator shall cause the submittal to be placed on the agenda of the next regular Planning Commission meeting.~~

A. One (1) copy of a completed application form, one large scale hard-copy drawing, and an electronic copy of the proposed site plan shall be submitted to the Zoning Administrator. The required application fee shall be paid and the required zoning escrow deposit shall be made at the time of submission of the application and the site plan.

Section 3. Planned Unit Development: Sketch Plan. Section 14.03.B is hereby amended by deleting subsection 14.03.B.2 (to the extent that the addition of this definition affects the existing numbering scheme of Section 14.03.B, that numbering scheme shall be amended to exclude said Section in appropriate alphabetical and numerical order):

~~2. — The application shall be submitted at least thirty (30) days prior to the date of first consideration by the Planning Commission.~~

Section 4. Planned Unit Development: Final PUD. Section 14.03.C. is hereby amended by deleting subsection 14.03.C.2 (to the extent that the addition of this definition affects the existing numbering scheme of Section 14.03.C, that numbering scheme shall be amended to exclude said Section in appropriate alphabetical and numerical order):

~~2. — The application shall be submitted to the Zoning Administrator on a form supplied by the Village at least thirty (30) days prior to the date of first consideration by the Planning Commission.~~

Section 5. **Effective Date.** This ordinance shall become effective seven (7) days after its publication or seven (7) days after the publication of a summary of its provisions in a local newspaper of general circulation in the Village.

AYES: Members:

NAYS: Members:

ORDINANCE DECLARED ADOPTED.

Michelle Bieri, Village Clerk
Village of Pentwater

STATE OF MICHIGAN)
) ss.
COUNTY OF OCEANA)

I hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the Village Council of the Village of Pentwater at a regular meeting held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

Michelle Bieri, Village Clerk
Village of Pentwater

VILLAGE OF PENTWATER
COUNTY OF OCEANA, MICHIGAN

At a regular meeting of the Village Council of the Village of Pentwater, held at the Village Hall, 327 Hancock Street, Pentwater, Michigan, on the ____ day of _____ 2026, at 6:00 p.m.

PRESENT: Members: _____

ABSENT: Members: _____

ORDINANCE NO. 2026-__

**AN ORDINANCE TO AMEND THE VILLAGE ZONING ORDINANCE
[Review Deadlines]**

THE VILLAGE OF PENTWATER ORDAINS:

Section 1. Special Land Use: Application and Review Procedures. Section 15.02 is hereby amended to read in its entirety as follows:

SECTION 15.02 APPLICATION AND REVIEW PROCEDURES

A. An application shall be submitted through the Clerk, accompanied by:

1. the payment of a fee as established by the Village Council;
2. a completed application form, as provided by the Village; and
3. a complete site plan in ten (10) copies, as specified in Chapter 16.

B. The completed application, along with the required site plan, shall be submitted to the Zoning Administrator or other designated official. The Zoning Administrator or other designated official will review the application and plans for completeness, then transmit them to the Planning Commission for review.

C. The Planning Commission shall hold a public hearing on the application, providing notice of such hearing is in accordance with the Zoning Act. The Planning Commission shall then review the application and such other information available to it through the public hearing or from any other sources, including recommendations or reports from the Village's planner, engineer, or other party, and shall approve, approve with conditions, or deny the request, and incorporate the basis for the decision and any conditions which should be imposed.

D. No petition for Special Land Use approval, which has been disapproved, shall be resubmitted for a period of one (1) year from the date of disapproval, except as may be permitted after learning of new and significant facts or conditions which might reasonably result in favorable action upon resubmittal.

E. A Special Land Use approved pursuant to this Chapter shall be valid for one (1) year from the date of approval. Each development shall be under construction and show substantial progress toward completion or begin operation of the approved activity within one (1) year after the date of approval of the Special Land Use, except as noted below.

1. The Planning Commission may grant one (1) six (6) month extension of such time period, provided the applicant requests the extension prior to the date of the expiration of the Special Land Use approval.
2. The extension shall be approved if the applicant presents reasonable evidence to the effect that said development has encountered unforeseen difficulties beyond the control of the applicant, and the project will proceed within the extension period.
3. If neither of the above provisions are fulfilled or the six (6) month extension has expired prior to construction, the Special Land Use approval shall be null and void.

F. The Planning Commission shall have the authority to revoke any Special Land Use approval after it has been shown that the holder of the approval has failed to comply with any of the applicable requirements of this Chapter, other applicable sections of this Ordinance, or conditions of the Special Land Use approval. Prior to any action, the Planning Commission shall conduct a public hearing following the notification procedures for the original approval.

Section 2. Site Plan Review: Application and Review. Section 16.04.A is hereby amended to read in its entirety as follows:

- A. One (1) copy of a completed application form, one large scale hard-copy drawing, and an electronic copy of the proposed site plan shall be submitted to the Zoning Administrator. The required application fee shall be paid and the required zoning escrow deposit shall be made at the time of submission of the application and the site plan.

Section 3. Planned Unit Development: Sketch Plan. Section 14.03.B is hereby amended by deleting subsection 14.03.B.2 (to the extent that the addition of this definition affects the existing numbering scheme of Section 14.03.B, that numbering scheme shall be amended to exclude said Section in appropriate alphabetical and numerical order)

Section 4. Planned Unit Development: Final PUD. Section 14.03.C. is hereby amended by deleting subsection 14.03.C.2 (to the extent that the addition of this definition affects the existing numbering scheme of Section 14.03.C, that numbering scheme shall be amended to exclude said Section in appropriate alphabetical and numerical order)

Section 5. **Effective Date.** This ordinance shall become effective seven (7) days after its publication or seven (7) days after the publication of a summary of its provisions in a local newspaper of general circulation in the Village.

AYES: Members:

NAYS: Members:

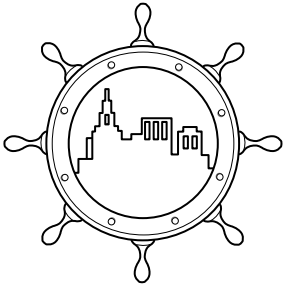
ORDINANCE DECLARED ADOPTED.

Michelle Bieri, Village Clerk
Village of Pentwater

STATE OF MICHIGAN)
) ss.
COUNTY OF OCEANA)

I hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the Village Council of the Village of Pentwater at a regular meeting held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

Michelle Bieri, Village Clerk
Village of Pentwater



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Andrea Goodell
616-313-9333
andrea@freshcoastplanning.com

MEMORANDUM

To: Village of Pentwater Planning Commission
From: Aaron Bigelow
Date: September 15, 2026
Re: Private Streets Ordinance Amendment- Preliminary Review

As discussed at the August Planning Commission meeting, it was determined that private street regulations of Zoning Ordinance Section 3.26 may need to be amended to allow for the construction of private streets within historical rights-of-way which are limited to a width of 33 feet. The proposed amendment would still maintain the requirement of a 66-foot easement for new private streets but would allow the Village Council to modify the requirements in the event historical plat design does not allow for a 66-foot easement.

Section 3.26.G.3.a- Modification of certain requirements

The proposed addition to Section 3.26.G.3 is shown below, in green. By adding "Historical plat design" the Village Council will be able to modify private street requirements in historically platted areas that may not be able to be developed without a modification to easement width requirements.

3. Upon application the Village Council may modify private street requirements of this Section after finding that all of the following conditions exist:

- a. **Historical plat design**, Topography, soils, and/or other significant natural features physically prevent compliance with the requirements of this Section without substantial alteration of such features. Such features shall be clearly identified and described in the application of any such modification.*
- b. The justification of any modification is not due solely to financial considerations which, upon approval of the requested modification would provide a financial benefit.*
- c. That no other reasonable private street design alternatives are available that would comply with the requirements of this Section.*
- d. That the request for modification was reviewed by the Fire Chief or Village's Planner, or any other person or official designated by the Village Council.*

Items for Consideration

In addition to the language proposed above, additional amendments to Zoning Ordinance Section 3.26-Private Streets may be necessary. For example, the Village Zoning Ordinance does not contain any standards for individual or shared driveways. This creates potential safety concerns in the event a driveway is not built to specifications which allows for emergency vehicle access.

The Planning Commission may wish to review the entirety of Section 3.26 to determine if any additional amendments may be necessary and what language may be appropriate for the Village of Pentwater.

Planning Commission Review

At your September 22, 2026, meeting the Planning Commission will review the potential ordinance text amendment language and determine what regulations presented may be appropriate for the Village of Pentwater.

Following Planning Commission deliberations, we can return with an updated draft amendment that incorporates any desired changes.

AB

Planner

Village Of Pentwater

65 South Hancock Street, P.O. Box 622, Pentwater, Michigan 49449
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ZONING ADMINISTRATOR'S REPORT August 2026

The following is a summary of activity conducted by the Zoning Administrator in August 2026:

Zoning Permits- The following Zoning Permits were issued in August of 2026:

1. ZP 26-31 was issued to Steve Schnieder for a new fence at 1209 E 6th St.
2. ZP 26-32 was issued to Victor Hansen to widen the driveway at 691 E Concord St.

Sincerely,

Aaron Bigelow

Zoning Administrator