

Planning Commission Minutes
July 28, 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