

**Pentwater Township Planning Commission  
500 N. Hancock St,  
Pentwater, Michigan 49449**

**February 13, 2024**

Chairperson Tony Monton called the in-person meeting to order at 6:00 pm. The Pledge of Allegiance was recited.

**ROLL CALL**

Terry Cluchey	Present
Paula DeGregorio	Present
Heather Douglas	Absent
Buz Graettinger	Absent
Patrick Hooyman	Present
Tony Monton	Present
Peter Zangara	Absent

Keith Edwards, the Zoning Administrator, was present at the meeting.

**APPROVAL OF AGENDA, MINUTES AND CHAIRPERSON'S REMARKS**

Pat Hooyman moved to approve the agenda as presented, seconded by Paula DeGregorio. All ayes and the agenda was approved.

Paula DeGregorio made a motion to approve the minutes of the December 12, 2023 Regular Meeting as presented and Terry Cluchey seconded. All ayes and the minutes of the December 12, 2023 meeting were approved.

Chairperson Tony Monton asked if there was any conflict of interest to be identified in accordance with the items on the meeting agenda. No conflicts of interest were identified.

**PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA – None**

## **PUBLIC HEARING**

### **A. Proposed Zoning Ordinance Amendment – Section 3.11 Fences**

Chairperson Monton convened the public hearing at 6:05 p.m. to hear any public comments regarding an amendment to Section 3.11 of the Zoning Ordinance to edit a couple of typographical errors and add three subsection regarding materials used, maintenance of and condition of the materials used in the construction of fences.

No public comment was received.

Chairperson Monton closed the public hearing at 6:07 pm

## **OLD BUSINESS**

### **A. Discussion of proposed Zoning Ordinance amendments for Section 3.11 - fences.**

The Zoning Administrator reviewed his memorandum of January 29, 2024 regarding a consideration a proposed Zoning Ordinance provisions for fences within Section 3.11 of the Zoning Ordinance including the Zoning Ordinance Amendment as drafted by the Township Attorney.

Patrick Hooyman moved to recommend that the Township Board approve the amendments to Section 3.11 – Fences and Terry Cluchey seconded the motion. All ayes and the motion carried.

### **B. Discussion of Zoning Ordinance regulations for retaining walls.**

Planning Commissioners briefly discussed the memorandum dated February 8, 2024 and the supporting materials submitted by Zoning Administrator, Keith Edwards and Chairperson, Tony Monton postponed the discussion until the April 9, 2024 regular meeting where it is anticipated that more members of the Planning Commission would be present.

## **NEW BUSINESS**

### **A. Review of proposed nonconforming building addition – 6121 W. Longbridge Rd. – Parcel ID No. 64-001-730-027-00.**

Chairperson Monton explained the applicant's request to remove part of the existing roof of the home to construct a full second-story for bedrooms and construct a new covered and screen enclosed front porch on the existing home. The existing home is nonconforming with respect to the existing west side setback by two feet. The required setback is 10 feet and the existing building

measured 8 feet to the west side property line according to the applicant's survey. Mr. Monton also reviewed Section 3.24 of the Zoning Ordinance which corresponds to the standards for review of nonconforming buildings.

Having found that the proposed construction meets the standards of Section 3.24 of the Zoning Ordinance, Zoning Administrator Keith Edwards recommended the Planning Commission approve the project as proposed.

Terry Cluchey moved to approve the additions to 6121 W. Longbridge Road, Parcel ID No. 64-001-730-027-00. Paula DeGregorio seconded the motion. All Ayes and the motion was approved.

## **B. Discussion of Capital Improvements Program (CIP)**

Mr. Edwards explained the condition whereby the Township must develop a CIP in accordance with the Michigan Planning Enabling Act as described in his memorandum dated January 8, 2024. Mr. Edwards also explained the Planning Commission role in developing the CIP and that the Township Board may, by resolution, exempt the Planning Commission from its responsibility to develop the CIP. Mr. Monton explained that the Planning Commission must hold a public hearing on the draft CIP prior to making a recommendation to the Township Board.

Mr. Monton also asked for a volunteer to join Township Treasurer Heather Douglas, the ex-officio member of the Planning Commission as a member of the CIP Review Committee that the Township Board is expected to form at their meeting on February 14, 2024. Planning Commissioner Paula DeGregorio volunteered to join the other members of the CIP Review Team.

## **DEPARTMENT COMMITTEE REPORTS**

Keith Edwards Zoning Administrator and ZBA reports were accepted by the Planning Commission.

## **OTHER ITEMS FROM PLANNING COMMISSION MEMBERS - None**

## **PUBLIC COMMENTS – None**

**ADJOURNMENT**

Terry Cluchey moved to adjourn the regular meeting at 6:35 pm. Patrick Hooyman seconded the motion. All ayes and the meeting was adjourned at 6:35 pm.

Respectfully submitted by,

Keith Edwards, Zoning Administrator

February 15, 2024

Approved by the Planning Commission

April 23, 2024