

**PENTWATER TOWNSHIP**  
**Planning Commission – Special Meeting**  
**November 4, 2025 @ 6:00 P.M.**

Monton called the special meeting to order at 6:00 PM. The Pledge of Allegiance was recited.

**ROLL CALL**

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

Keith Edwards the Zoning administrator was present at the meeting.

**APPROVAL OF AGENDA AND CHAIRPERSON’S REMARKS.**

Cluchey moved to approve the agenda, seconded by Heather Douglas. All ayes and the agenda was 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 HEARINGS – None**

**OLD BUSINESS – None**

## **NEW BUSINESS**

### **A. Review of Nonconforming Building Expansion – Stevens Residence at 5640 Ottawattamie Dr., Parcel No. 64-001-401-030-00.**

Chairperson Monton stated that this Special Meeting is concerned with the proposed addition to a dwelling located at 5640 Ottawattamie Drive. He said a memo from Zoning Administrator Keith Edwards states this project is to add a second story, rebuild an existing porch and add a deck. The footprint of the house is not being increased; they're just adding a second floor and rebuilding an existing deck.

He said the reason the item is on the agenda is that it is a non-conforming situation that requires a ten-foot setback and one of the lot lines is 8.4 feet which is less than the required amount. The zoning ordinance entrusts to the Planning Commission to review the proposed project to see if it meets the standards may approve or deny.

Keith stated the zoning ordinance only allows 50% enlargement of the structure that's not conforming except that the Planning Commission, at its discretion, may approve more. The calculation for this project is that the size of the home would increase by 64%.

Hearing no additional comments, Chairperson Monton proceeded to go through the Zoning Ordinance standards for Planning Commission consideration:

Mr. Monton reviewed Section 3.24 - Non-conforming Buildings and Uses, Paragraph B, Nonconforming Buildings or Structures, sub-paragraphs 1.a.-d:

#### **Nonconforming Buildings or Structures**

1. *Nonconforming buildings or structures may only be extended, enlarged, altered, remodeled or modernized when the Planning Commission determines that the following conditions are met:*
  - a. *The buildings or structure shall comply with all height, area, and/or parking and loading provisions with respect to such extension, enlargement, alteration, remodeling or modernization.*

The proposed is to make the second story 24 feet tall within the 35 ft. limit using the home's existing footprint. Staff recommends that the conditions are met.

**No objections.**

- b. *The enlargement or extension is limited to the same parcel the nonconforming building or structure was located on at the time of the adoption of this Ordinance.*

The enlargement does not exceed the existing footprint of the existing building and is wholly contained within the boundaries of the lot. Staff recommends this condition is met.

**No objections.**

- c. *The enlargement or extension will not interfere with the use of other properties in the vicinity.*

Staff recommends this condition is met.

**No objections.**

- d. *The enlargement or extension shall not exceed fifty percent of the GFA of the original building or structure when it became nonconforming, except that the Planning Commission may permit a greater percentage where all yard setbacks for the district in which the building is located are met without need of a variance to such setbacks.*

The proposed expansion will add approximately 768 sq. ft. as a second floor onto the existing 1,200 sq. ft of the existing house. Thus, an increase of 64%. The proposed expansion of the house does not require a variance, so the Planning Commission may allow the 64% addition (above the 50% requirement) at its discretion.

**No objections. There was consensus among the Planning Commission to grant a 64% expansion of the home because the proposed addition does not exceed the existing footprint of the home.**

Having found that the proposed request meets the standards of the Zoning Ordinance, Zoning Administrator Keith Edwards recommended the Planning Commission approve the project as proposed and submitted.

Motion by Heather Douglas, seconded by Peter Zangara to approve the request for Nonconforming Accessory Building Modification – 5540 W. Ottawattamie Dr. Property owned by the Charlotte Lindstrom Trust.

All Ayes and the motion was approved unanimously.

**DEPARTMENT COMMITTEE REPORTS – None**

**PUBLIC COMMENTS – None**

**OTHER ITEMS FROM THE PLANNING COMMISSION MEMBERS – None**

**ADJOURNMENT**

Peter Zangara moved to adjourn the regular meeting at 6:16 PM, Heather Douglas seconded the motion. All ayes and the regular meeting was adjourned at 6:16 PM.

Respectfully submitted by,

Keith Edwards, Zoning Administrator

November 4, 2025

Approved by the Planning Commission

December 9, 2025