

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

June 9, 2026

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

ROLL CALL

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

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

APPROVAL OF AGENDA, MINUTES AND CHAIRPERSON'S REMARKS

Buz Graettinger moved to approve the agenda as presented, supported by Terry Cluchey. All ayes and the agenda was approved.

Peter Zangara made a motion to approve the minutes of the April 14, 2026, Regular Meeting, as presented and supported by Buz Graettinger. All ayes and the minutes of the April 14, 2026, Regular Meeting were approved.

Chair, Tony Monton asked if anyone had any conflict of interest with items on the agenda; hearing none, he proceeded to the first of two public comments.

PUBLIC COMMENTS – Keith introduced Carter Bain, our intern for the summer from Central Michigan University.

PUBLIC HEARING - None.

OLD BUSINESS

A. Housing – Continued Discussion – Master Plan supported Zoning Ordinance Amendments.

Keith Edwards said that he looked at the previous memorandum from February and the items that were supported by the master plan. He said that it was important to go with those considerations for changes.

Keith said one of the concerns with the R2 District was the 8000 sq. ft. lot minimums. He said a lot of them are around the lakeshore, either Lake Michigan or Pentwater Lake. They already seem small for an additional dwelling use as well as having enough room for parking and maintaining 50% of impervious surface. Several of those parcels either in Apache Hills or along Monroe Road are on our sewer system and neither system have any capacity for additional sewage. Keith explained that was the reasoning for putting forth just the R1 which are 2-acre minimum lots and the RR which are 10-acre minimum lots.

Keith said that there are some municipalities that have regulations limiting those dwellings to families, but in our community its tougher to balance and regulate. Keith said it might be time for the Township Board to look into weekly rentals. He said that our ordinance gives a definition of what the single-family districts are for and they're for families, those that are related by blood or marriage. Keith continued by stating there have not been any major concerns reported to the Board regarding potential nuisances associated with rentals. He said that if we open the discussion for accessory dwelling units in certain zoning districts, it will generate that kind of conversation, which is why the larger parcels were chosen, there's a lesser chance of nuisance complaints. Past history allowed weekly rentals without previous enforcement.

Discussion continued regarding the State legislature. Keith said that it still remains in committee. Keith reported that Public Act 58 was passed in 2005 and asked our attorney to review our land division ordinance in light of this Public Act 58 to provide us with some guidance as to whether we should make any changes. He said there are other bills that are pending with one of them that would allow parcels or lots to be created down to 1500 sq. ft.

At the conclusion of the discussion, Chair Monton suggested submitting this to the attorney to find out what is allowable and enforceable and the question about regulating accessory dwelling units to "family" as defined by the Zoning Ordinance including enforcement.

Currently there are no limits to weekly rentals or short-term rentals. Keith said that our zoning ordinance defines rentals as a business but he hasn't been asked or encouraged to interpret it that way. Single Family Residential properties can't be used for commercial use unless specifically stated in the Zoning Ordinance.

B. Planned Unit Development – (PUD) Chapter 14 of the Pentwater Township Zoning Ordinance – Policy Discussion.

Chair Monton said a Memorandum has been submitted by Keith regarding the flexibility that PUD provides that conventional zoning does not and questions to review.

Keith said that we already have state regulations for the dunes and state regulations for the wetlands but we don't have requirements for incorporating those features into the landscape. We have recently seen a design proposal with what could be incorporated with roads and lots and trails and woodlands. He continued by saying that what he would advocate in a PUD is providing public benefit with possibly some incentives to develop in that way.

Keith said our only existing PUD in the Township is Madison Ridge. They have 3 or 4 open spaces that were considered for the public benefit in favor of reducing the lot size so the developer could increase the number of lots. He said that it fit the expectations at the time. We didn't require trails or sidewalks, the roads are public. The other example locally is The Cottages at Lites Woods in the Village designed with a new urbanist style where you had placement of houses that included sidewalks, close by neighbors, a community center with a pool and other open spaces that were incorporated.

Keith said the questions put forth are to guide us in revamping chapter 14 for Planned Unit Development. Planning Unit Develop was intended to be a tool when the conditions are right.

Discussion followed including; lot size, structures, building heights, consistency, aesthetics, wetlands, incentives and what to put in the five-year plan.

Keith said PUDs have sometimes been referred to contract zoning. He said the Planned Unit Development was specifically put into the Michigan Enabling Act to provide the opportunity for a community to enter into an agreement with the developer as to what they can build and must build. If the PUD Ordinance doesn't allow it then it wouldn't be allowed. The PUD Ordinance can also require that it could also take away the ability for a developer to go to the Zoning Board of Appeals. It allows for the contractual arrangement to stay between the Planning Commission and the Township Board and not go into another legal process.

He said there are lots of different ways the PUD enables you to create regulations as long as you are able to state the public benefits. Zoning was invented to allow for movement of light and air. Keith said we would tailor our PUD regulations to a Pentwater standard and to what our master plan seeks to develop.

Chair Monton continued discussion regarding the six review questions.

1. The current minimum size is 20 acres. Comments concluded in agreement for discussion having no problem reducing the minimum size of 20 acres to 10 acres.

2. Discussion continued that PUDs usually have a residential component. Industrial not appropriate for Pentwater. Sometimes large parcels are related to industrial which are dependent on sewers. The board was open to this development.
3. Discussion regarding a mixture of uses such as, primarily residential including commercial uses in the development. The board agreed on being flexible if appropriate live / work units.
4. Planning Commission discussed residential cluster development that could create more open space and would consider less restrictive building setbacks.
5. Planning Commission was not opposed to higher density for more open space.
6. Planning Commission was not opposed to open space that contained wetlands, if necessary, especially when integrated into storm water management plans and site amenities.

No other issues at this time.

NEW BUSINESS:

- A. Annual Meeting – Election of Officers
 - I. Chairperson
 - II. Vice Chairperson
 - III. Secretary

Motion to nominate Tony Monton for Chairperson by Terry Cluchey, support by Buz Graettinger. All Ayes. Motion carried. ,

Motion to nominate Terry Cluchey for Vice Chairperson by Buz Graettinger, support by Pat Hooyman. All Ayes. Motion carried.

Motion to continue Heather Douglas as Secretary by Patrick Hooyman, support by Terry Cluchey. All Ayes. Motion carried.

- B. Consideration for the 2026 - 2027 Meeting Schedule

Motion adopt meeting schedule moved Buz Graettinger, supported by Peter Zangara. All Ayes. Motion carried.

- C. Capital Improvement Plan – Review of Outline – moved to next meeting

- D. Planning Consultant Request for Proposals (RFP) – Review of Draft

Document proposed to submit was included in the packet. Keith said this was modeled after an RFP sent in 2023; it has not been reviewed yet by our attorney, it was sent for the board to look and comment before the August meeting. He said that he would like this completed before the next budget cycle of April first. This type of firm would represent the Township and review: site condominiums, zoning ordinance amendments, rezoning requests, and planning unit developments. He said we also need to consider this firm for our 2028 Master Plan as a consultant to do the organization and preparation for the Master Plan. Keith said they would mostly be used for zoning ordinance amendments. All agreed. No one opposed.

DEPARTMENT COMMITTEE REPORTS

A. Zoning Administrator and ZBA Report– See attached report.

OTHER ITEMS FROM PLANNING COMMISSION MEMBERS

Pat Hooyman commented that the Pentwater Lake Association was informed in order to get grants and for other projects should have a Watershed Management Plan. He said that Rich Pugsley and a group have been documenting water quality measurements over many years from the Pentwater River and Pentwater Lake and a lot of other information. He said in order to go to EGLE or the Federal Government to get a grant, have asked to include a Watershed Management Plan. He said it's a much-needed missing element.

Keith suggested contacting Grand Valley State University, the Conservation Resource Alliance which has a great GIS system with students in need of work for credits, or contact Steve DeBrabander, former Grants Manager for the Michigan Department of Natural Resources.

Public Comment None.

ADJOURNMENT

Pat Hooyman moved to adjourn the meeting at 7:17 PM. Buz Graettinger supported the motion. All ayes and the meeting was adjourned at 7:17 PM.

Respectfully submitted by,

Keith Edwards, Zoning Administrator

June 14, 2026

Approved by the Planning Commission

August 11, 2026