

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

August 8, 2023

Chairperson Tony Monton called the in-person meeting to order at 6:01 pm. The Pledge of Allegiance was recited.

ROLL CALL

Terry Cluchey	Absent
Paula DeGregorio	Present
Heather Douglas	Present
Buz Graettinger	Present
Patrick Hooyman	Absent
Tony Monton	Present
Peter Zangara	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, seconded by Peter Zangara. All ayes and the agenda was approved.

Heather Douglas made a motion to approve the minutes of the June 13, 2023 Regular Meeting as presented and Buz Graettinger seconded. All ayes and the minutes of the June 13, 2023 meeting were approved.

Buz Graettinger made a motion to approve the minutes of the July 11, 2023 Special Meeting as presented and Paula DeGregorio seconded. All ayes and the minutes of the July 11, 2023 Special Meeting were approved.

Chairperson Tony Monton requested 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

A. Proposed Zoning Ordinance Amendment – Section 3.08 Accessory Buildings.

Chairperson Monton opened the public hearing at 6:07 pm for a Zoning Ordinance amendment to Section 3.08 to address the allowable size and height of Accessory Buildings for agricultural operations, multiple family developments, manufactured home parks and uses in non-residential districts and non-residential uses in residential districts.

No written comments were received prior to the meeting and no member of the audience spoke on the proposed amendment. Chairperson Monton closed the public hearing at 6:08 pm.

B. Proposed Zoning Ordinance Amendment – Section 18.08 Review Standards for Variances.

Chairperson Monton opened the public hearing at 6:08 pm for a Zoning Ordinance amendment to Section 18.08 to address the Review Standards for Variances.

No written comments were received prior to the meeting and no member of the audience spoke on the proposed amendment. Chairperson Monton closed the public hearing at 6:09 pm.

OLD BUSINESS

A. Proposed Zoning Ordinance Amendment – Section 3.08 Accessory Buildings. Discussion and Recommendation to the Township Board of Trustees.

During the 2019 Zoning Ordinance update, which was approved by the Township Board in 2020, an amendment to Section 3.08 inadvertently left out the full accompaniment of provisions for accessory buildings in commercial and multiple family Zoning districts, manufactured home parks, and those for agricultural purposes. Thus, those provisions are proposed to be reinserted in their original form back into the Zoning Ordinance.

Buz Graettinger moved to recommend that the Township Board trustees consider adoption of the proposed amendments as drafted by the Township Attorney. Peter Zangara seconded the motion. All Ayes and the motion to recommend adoption of the amendment by the Township Board was approved.

B. Proposed Zoning Ordinance Amendment – Section 18.08 Review Standards for Variances. Discussion and Recommendation to the Township Board of Trustees.

After working with the language of Section 18.08 of the Zoning Ordinance since December of 2020, the Zoning Board of Appeals (ZBA) requested that the existing language be reconsidered for amending in order to make the language less cumbersome and somewhat redundant. Thus, the Township attorney has drafted an amendment for consideration by the Planning Commission. The Planning Commission has asked the ZBA to review the proposed amendment, which they did, and have no proposed changes.

Motion by Terry Cluchey, seconded by Heather Douglas to recommend approval of the proposed language to the Township Board of Trustees. All Ayes and the motion to recommend approval to the Township Board was adopted.

NEW BUSINESS – Review of the Timeline for Completion of the Master Plan. Set date for Public Hearing.

The approximate timeline for completion of the Master Plan document is as follows:

- Township Board receipt of the Master Plan draft – June 26-30, 2023.
- Planning Commission special meeting for recommendation to Township Board – July 12, 2023.
- Township Board decision to approve distribution of the draft Master Plan – July 13, 2023.
- Distribution to adjacent municipalities, including 2 counties and other entities – July 14, 2023.
- Expiration of the 63 Day review period – September 15, 2023.
- Planning Commission, on August 8 meeting, sets date for public hearing of October 3, 2023.
- Planning Commission Public Hearing and adoption of final Master Plan document – anticipated October 3, 2023
- Township Board approval of final Master Plan document – anticipated October 11, 2023

The first schedule included a public hearing date of October 10. However, the Village Planning Commission requested a joint meeting on October 3 to hold the public hearing with the Township at the Park Place Event Center in Pentwater so that the final

adoption of the Master Plan could be consider by both the Village and Township in October of 2023.

Motion by Heather Douglas, second by Paula DeGregorio to schedule the public hearing for review of the Master Plan on October 3, 2023, to be held jointly with the Village of Pentwater at the Park Place Event Center at 6 pm. All Ayes, and the motion was approved.

DEPARTMENT COMMITTEE REPORTS

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

OTHER ITEMS FROM PLANNING COMMISSION MEMBERS

There was consensus among the Planning Commissioners to hold a special meeting for July 11, 2023 at 6 pm to discuss the draft Master Plan that was distributed at the meeting.

PUBLIC COMMENTS – None

ADJOURNMENT

Heather Douglas moved to adjourn the regular meeting at 7:10 pm. Peter Zangara seconded the motion. All ayes and the meeting was adjourned at 7:10 pm.

Respectfully submitted by,

Keith Edwards, Zoning Administrator

August 17, 2023

Approved by the Planning Commission

August 8, 2023