



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
REGULAR MEETING
Meeting Minutes of May 20, 2026
420 N. Front Street
Suttons Bay, MI 49682

The meeting was called to order at 5:00 p.m. by Chairperson Hetler

Present: F. Smith, Pontius, D. Smith, Hylwa, Feringa, Hetler
Absent: Campbell
Staff present: Patmore & Kopriva
Guests: 1

Approval of Agenda

D. Smith moved, F. Smith seconded, to approve the agenda as presented.
Ayes: 6, No: 0

Conflict of Interest: None

Approval of Minutes

Hylwa moved D. Smith seconded, CARRIED, to approve the Planning Commission meeting minutes of December 17, 2025 as presented. Ayes: 5, No: 0.

Public Comment/Written Communications: None

Old Business: None

New Business:

- A. Election of Officers: Chair Hetler noted that the current officers are herself as Chair, Jarrod Pontius as Vice-Chair, and Steve Feringa as Secretary.
Motion by Hetler to keep the current slate of officers.
Seconded by F. Smith.
Hetler asked if there were any additional nominations – none were offered.
Motion passed 6-0.

B. Zoning Ordinance Amendments

- i) Driveway Standard in Alleys: Chair Hetler asked ZA Patmore to introduce the topic:
- Patmore explained that on January 14, 2026, the Village ZBA heard an Appeal from a property owner regarding whether the 12' driveway width maximum applies to driveways off an alley.
 - The ZBA ruled that ordinance Section 2-4.D.4.b does not apply to alleys and recommended that the Planning Commission review these standards. The complete ZBA case was included in today's packet.
 - It was noted that the Village DPW is also involved in approving driveways, and has the authority to develop curb-cut standards for driveways.
 - ZA Patmore recommends that the Planning Commission and Staff look at Section 2-4 Driveways in its entirety, including the requirements for permits and the coordination with DPW review.
 - We might want to look at how other Villages handle driveway standards and permits.
 - Sarah will research the topic – there may be a benefit to having standards outside of the zoning ordinance. She will report back to the commission in the future.
 - The consensus of the commission is that there should be at least setback standards for driveways in alleys.
- ii) Other Amendments: Sarah noted that she was working on housekeeping zoning ordinance items, and that the research that she was doing on the PUD section is on hold. She will also look at the Master Plan Implementation priority list.
- iii) Chair Hetler noted that she received a notice from EGLE about a permit application for the property at M-22/ Fourth St. asked if the Planning Commission needs to be involved at this time. It was noted that there has been no zoning application submitted to the Village regarding this property.

C. 2025 Planning Commission Report:

- The draft 2025 report was discussed.
- The PC wanted to add more discussion on the priorities for 2026.
- Sarah will make recommendations to the draft for next month's meeting.

Public Comment;

- Bill Crackel stated that driveway standards in alleys need to be beefed up. He noted an issue with the alley driveway at 422 St. Mary's. Wondered what was happening with EV charging stations.

Reports

- a. Zoning Administrator Report: A written report was included with the packet. The PC had a few questions regarding the permits issued.
ZA Patmore wanted it noted to the Commission that part of their December 2025 Planning Commission approval for the Inland Seas expansion project was a condition that the Applicants obtain approval of the site plan from the fire department and DPW on the removal of the secondary access to the site. Patmore noted that he has had recent conversations with the fire chief and DPW Manager who indicated that Inland Seas has not approached them yet. Inland Seas has indicated that they wish to start construction on their project in June.
- b. ZBA Report: The January ZBA Minutes were included in the meeting packet.
- c. Village Council Updates: D. Smith
 - The Council approved the zoning language for the EV charging stations, and has had discussion regarding a public EV charging station.
 - The Council has had discussions about Elm Street – culverts, walkability, safety concerns and speed limits.
 - The fishing pier was destroyed by ice. EGLE gave an expedited approval to rebuild, and work is scheduled to start this week at a cost of \$44k.
 - The marina project is out for bids.
 - Question for Debra: has there been discussion on replacing the pedestrian bridge? No, it is on hold because of soils issues.

Good of the Order

- D. Smith recommends that the village consider attainable housing and noted that Northport adopted a PILOT ordinance and tax incentives for attainable housing. There was discussion about whether this is a Planning Commission or Council issue.
- F. Smith noted that he felt that the Jefferson Street repaving should have included the addition of a grass strip instead of paving sidewalk to sidewalk.

Reports

Zoning Administration Report- PC had questions about permits issued.

Inland Seas expansion project needs approval from fire department and DPW.

Inland Seas would like to begin construction in June.

Next Regular Meeting is June 17, 2026.

Good of the Order:

D. Smith recommended consideration for attainable housing.

Meeting Adjourned at 5:53pm

Motion by Hylwa to adjourn, F. Smith seconded. Ayes: 6, No: 0

Notes taken by Steve Patmore, ZA.

Meeting minutes drafted by Dorothy Petroskey, Clerk.