



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
REGULAR MEETING
Meeting Minutes of September 16, 2026
420 N. Front Street
Suttons Bay, MI 49682

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

Present: D. Smith, Pontius, Hylwa, Feringa, Hetler
Absent: F. Smith, Campbell
Staff present: Kopriva via phone, Patmore & Petroskey
Guests: 0

Approval of Agenda

R. Hylwa moved, D. Smith seconded, to approve the agenda as presented.
Ayes: 5, No: 0

Conflict of Interest: None

Approval of Minutes

Hylwa moved, D. Smith seconded, CARRIED, to approve the Planning Commission meeting minutes of July 22, 2026 as presented. Ayes: 5, No: 0.

Public Comment/Written Communications: None

Old Business: None

New Business:

A. Driveway Standards:

Steve stated that he and the DPW Director continue to review the driveway standards. Patmore stated that they are coming at it from a two-prong approach-reviewing as it relates to zoning and as it relates to driveway construction standards. Steve noted that he and Dave agreed that a minimum/maximum width for a driveway should be stated in either the constructions standards or the zoning standards. Gail noted that the apron should not be included in the width adopted, as we don't need more impervious surface. Commission also recommended

that once these standards are developed the applicant should be able to find them in one place. Steve indicated that this is a project he and the DPW Director hope to work on over the winter months.

B. Mapping for Potential Housing

Sara provided the commission with criteria that the GIS team will be using to rate sites and include them in the calculations. Criteria identified were road access, downtown walkability, access to retail, public water/sewer, slopes, and environmental standards. Access to BATA and TART trail was also considered. Commission members added criteria such as vicinity of school, grocery, drug stores, and banks. Sara will take the comments from tonight and add them to the scoring for the GIS mapping.

Public Comment: None

Reports

- a. Zoning Administrator Report: Written report(s) submitted.
- b. ZBA Report: None
- c. Village Council Updates:
 - Debbie stated that the committee of the whole reviewed council conduct, points of order and general rules of the Council's adopted policy and procedures.

Good of the Order: Richard Hylwas talked about speed on St Mary's Street. It was noted that there is Sheriff Department speed sign on St Mary's.

Announcements: Next Regular Meeting October 21, 2026

- Update on GIS mapping

Meeting Adjourned at 5:50 pm

Motion by S. Feringa, second by D. Smith to adjourn. Ayes: 5, No: 0

Meeting minutes drafted by Dorothy Petroskey, Clerk.