



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
REGULAR MEETING
Meeting Minutes of October 15th, 2025
420 N. Front Street
Suttons Bay, MI 49682

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

Present: Feringa, F. Smith, Hetler, D. Smith, Pontius
Absent: Hylwa, Campbell
Staff present: Petroskey, Kopriva & Patmore
Guests: 3

Approval of Agenda

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

Conflict of Interest: None

Approval of Minutes

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

Public Comment/Written Communications

Jack Duff spoke on behalf of the Suttons Bay Congregational Church's request to amend the ADU language to allow for two-family long-term housing.

Old Business:

A. Master Plan-Priorities-Commission Member's reports

Sara provided an updated final list of the priorities.

Steve Feringa provided copies of storm water plans from various site plans. PC members reviewed plans with constructed wetlands with drainage that flows through the property. Other plans provided for retention ponds/plunge pools that allow for a slow release with indigenous plants that help filter the water. He stated that the pools allow for different depths for different plants. Steve will provide a list of plants that are indigenous to the area.

Further discussion centered on the County's storm water control ordinance and ways to strengthen our current language. Sara will research some language and bring it back for further discussion.

New Business:

Electric Vehicle Charging Station Language:

The planner provided the commission with draft standards and requirements for electric vehicles to be placed in Article 10. The commissioners reviewed the language presented and determined that language should be inserted to support the use, however not require it. After review, commissioners requested most of the language presented be omitted except Section E Design and Location and to provide for a definition in Article 20.

ADU Discussion

The commission discussed the request made by the Congregational church to add language to allow non-profits to have accessory dwellings units to provide for long term housing. Patmore noted that currently two-family dwellings are allowed in the Hillside Residential District and the Newer Family Residential District. D. Smith stated that when ADU's were discussed at the Council level there was a lot of push back from residents who did not support ADU's if it was not the owner's primary residence. Commission members stated again we might want to get input from the council.

Zoning Ordinance Amendments

Sara stated that she and her staff have been working on some zoning amendments and will be bringing the language to the commission in the next month or so.

Public Comment: Steve Hassevoort offered if the planning commission allows for two family dwellings that standards be drafted to include form-based requirements. He added that a special land use would allow for the planning commission to ensure the existing dwellings form remain in tack.

Jack Duff restated that the church residence would be for affordable housing.

Reports

Zoning Administration Report-as presented.

Village Council Report: Council meets next week

Zoning Board of Appeals-ZBA application was filed for an interpretation and possible variance request.

Sara stated that we will be adopting the 2026 schedule shortly. Planning commissions are required to hold 4 meetings per year. Last year there were several canceled meetings due to lack of quorum. We may want to keep that in mind as we adopt a meeting schedule. The commission members provided their winter schedules to the Clerk.

Next Regular Meeting is November 19th, 2025.

Agenda Items: Budget

Motion to Adjourn

F. Smith moved, Feringa seconded, CARRIED, to adjourn. Ayes: 5, No: 0.
Meeting Adjourned at 6:20 p.m.

Meeting minutes submitted by Dorothy Petroskey, Clerk.