VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
REGULAR MEETING
Meeting Minutes of October 21, 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, F. Smith, Hylwa, Feringa, Hetler
Absent: Pontius, Campbell
Staff present: Schroeder, Patmore & Petroskey
Guests: 0

Approval of Agenda

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

Conflict of Interest: None

Approval of Minutes

D. Smith moved, S. Feringa seconded, CARRIED, to approve the Planning Commission meeting minutes of September 16, 2026 as presented. Ayes: 5, No: 0.

Public Comment/Written Communications: None

Old Business:

A. Driveway Standards:

Sara provided amended language for Article 2 2-4 and Article 10-2E as discussed in last month's meeting. The following changes are proposed:

Section 2-4 Access, Driveways, and Private Streets

A. *General.*

1. Permits Required. *In addition to a driveway permit from DPW, no* individual, association, corporation or entity, either public or private, shall construct or extend a private driveway or street without first having obtained a *zoning* permit from the Village.

2. Jurisdiction. Any proposed private driveway or street must be permitted by the applicable public authority if intersecting with a public street. If the private driveway or street intersects an existing private street, written permission from the owners, private street association or other entity that owns the private street shall be submitted.
3. Access. Driveway entrances and exits to a parcel of land shall comply with the Village of Suttons Bay *driveway* requirements, and shall require a right-of-way permit when applicable. No new curb cuts are allowed on M-22 and St. Joseph Avenue.
4. Fire Department. Property access, driveways, and streets are subject to applicable fire codes.

B. *Application.* All applications for private driveways and streets shall be on an established application form and shall include any required fees, the required number of plans, the private easement and maintenance agreement (if applicable) and any other required information.

C. *Types and Approval Authority.*
1. Driveway and Shared Driveway. A driveway or shared driveway shall be reviewed and approved by the Administrator.
2. Private Street. A private street shall be reviewed by the Planning Commission, which shall make a recommendation to the Village Council. The Village Council shall provide final approval of private streets.

D. *Residential Driveway Requirements- Single-Family and Two-Family.*
1. Number and Location. The number and location of driveways, providing direct access to a public or private street *shall be limited to two (2) curb cuts unless an exception is granted by DPW.*
2. Location and Design. A driveway shall be subject to the following:
   a. The driveway surface and any connected pad shall be at least three (3) feet from a side lot line.
   b. The driveway shall be positioned for access to the garage or carport. In the event a garage or carport does not exist, the orientation of the driveway shall be to the side or rear yard.
3. Shared Driveway Requirements.
   a. Limitations. A shared driveway shall only be approved to provide the primary access from a road to two (2) contiguous lots, which because of their zoning, configuration, or other circumstance related to the land, cannot be or are unlikely to be split into future additional lots.
   b. Design and Construction Requirements.
      (1) The shared driveway shall be located within an easement with a minimum width of 20 feet.
   c. Application and Approval. Shared driveway applications shall be reviewed by the *Zoning* Administrator and Fire Chief.

Move to Parking Requirements Section 10-2. (E)

Parking. On-site parking of vehicles shall be restricted to improved parking areas, such as driveways, parking lots, garages, and carports.

The planning commission also recommended that the DPW set standards rather than have it duplicated in the zoning Ordinance for the following:

Maintenance and repairs of sidewalk; Number of curb cuts allowed; Driveway surface; width, entry and exit as well has width/surface for shared driveways. Sara provided language that the DPW could use as standards from the zoning ordinance.

D Smith moved, S. Feringa seconded, CARRIED to set a public hearing for November 18th at 5:00 p.m. on the proposed changes to Section 2-4 Access, Driveways and Private Streets and Article 10-2 and add section 10-2(E). Ayes: 5, No: 0.

New Business

B. Mapping for Potential Housing

Sara provided the commission with Housing maps as they relate to the various criteria, such as parcels located in the shoreline district, floodplains, access to TART, Access to BATA, Grocery Store, etc. The next step is to apply the scoring and to see if there are areas that are available for attainable housing. Sara will continue to work on the housing maps and see how it will blend into the zoning ordinance. Commission members talked about duplexes and allowing for home conversion to allow for two family housing. Sara will bring language back to the commission in the next few months.

Public Comment: None

Reports

a. Zoning Administrator Report: Written report(s) submitted.
b. ZBA Report: None
c. Village Council Updates:
    - Debbie stated that the Council is beginning the budget process and are looking to increaser sewer water fees as well as slip fees in the Marina.

Good of the Order: Deb Smith stated it was her last meeting and that she enjoyed working with her fellow commissioners and members thanked her for her service.

Announcements: Next Regular Meeting November 18, 2026

- Public Hearing on Driveway Standards

- 2027 Meeting Dates
- 2027 Budget

Meeting Adjourned at 5:30 pm

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

Meeting minutes drafted by Dorothy Petroskey, Clerk.