



VILLAGE OF SUTTONS BAY

Via Remote Access

Village Planning Commission

420 Front Street, Suttons Bay

January 13, 2021 at 5:00 pm

Agenda

Electronic Remote Access, in accordance with Public Act 228 of 2020 will be implemented in response to COVID-19 social distancing requirements and Michigan Health and Human Services restrictions of indoor gatherings. The public may participate in the meeting through Zoom access by computer and smart phone and can find the link on our website at www.suttonsbayvillage.org

1. Call to order
2. Roll call and notation of quorum
3. Approval of Agenda
4. Member conflict of interest on any item on the Agenda
5. Approval of minutes -December 9, 2020
6. Public comment/Written communications (Reserved time for items listed on the Agenda). Please limit remarks to no more than three (3) minutes
7. Old Business
8. New Business
 - a. Report VSB 2021-02 Map Amendment
 - b. Report VSB 2021-03 Fence Amendment
 - c. Draft Action Plan-Parks & Recreation
9. Public comment
10. Reports
 - a. Zoning Administration Report
 - b. ZBA Report
 - c. Manager's Report
 - d. Village Council updates
11. Good of the order
12. Announcements: The next meeting date is February 10, 2021.
14. Adjournment



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
MEETING MINUTES OF DECEMBER 9, 2020

The meeting was called to order at 5:30 p.m., by Chairperson Hetler.

Present: Hetler, Hylwa, Pontius, Ostrowski, Smith and Suppes
Absent: Danielson
Staff present: Fay, Larrea and Miller

Approval of Agenda

Suppes moved, Smith seconded, CARRIED, to approve the Agenda as presented, with an affirmative unanimous roll call vote. Ayes: 6, No: 0.

Approval of minutes

Suppes moved, Ostrowski seconded, CARRIED, to approve the November 12, 2020, Planning Commission meeting minutes with an affirmative unanimous roll call vote. Ayes: 6, No: 0.

Report VSB 2020-64 Parks and Recreation Plan Review – Goals and Objectives

Commissioners reviewed the draft and had the following comments:

Goal 2: Commissioners concurred with the importance of having a partnership with the Grand Traverse Band and are curious to know if there is any history in naming the parks within the Village. Culture and historical arts will be emphasized while developing the plan.

Goal 4: Larrea informed Commissioners the Village partnered with Tart Trails and the Grand Traverse Band to obtain grant dollars to expand the trail from Dumas Road to Peshawbestown.

Report VSB 2020-65 Parks and Recreation Plan Review – Park Plan Specific Goals

Larrea will update this section by adding pictures of the parks and Coal Dock Park, and logos identifying partners. Ostrowski requested an overall summary/chart, listing priorities.

Deuster Park – Commissioners discussed the future of this park noting a new soccer club being developed at Herman Park in Suttons Bay Township. Deuster Park will evolve to either a supplemental soccer field or change to something else. The park will be discussed over the next couple of years.

Larrea stated that as the Park Specific Plans move ahead, public input will be sought out.

Marina Park – Ostrowski believes the Village should make it a high priority to modernize and heat the restrooms so they can be left open year-round. Larrea stated that Council has moved on from this subject due to the high cost associated with updating the bathroom and staffing. Larrea stated that by putting restrooms in the Parks and Rec and Marina Plan, it will be easier to seek out grant dollars for funding the restroom updates. Suppes volunteered to research the public restrooms and Glen Arbor. Ostrowski suggested planting additional trees that specifically thrive in high water.

North Park - Commissioners would like to see this park promoted more, noting it to be a great park for events.

Sutton Park – The map will be updated once it is time to apply for a grant for this park. Commissioners discussed the many names for this park, such as South Beach Park.

Waterwheel Park – The Waterwheel will be preserved in some fashion. It would cost ½ million dollars to update this park.

Larrea stated the \$30,000 in the 2021 budget for parks will be used for general maintenance and upkeep, water fountains and benches, and paths made of crushed limestone until funds are available for asphalt or concrete.

2021 Meeting Dates

It was the consensus of Commissioners to hold the 2021 Planning Commission meetings the 2nd Wednesday of every month, at 5:00 p.m.

Public Comment

Tina, who sits on the Leelanau and Suttons Bay Chamber of Commerce stated restrooms in the Village have been discussed a great deal, and hopes to see the restrooms addressed soon. She believes the Village should be amendable to visitors that visit the Village. She would like to see the Village work together with other entities as well as others outside of the granting system who are willing to assist with financially.

Reports

ZBA Report – Smith stated ZBA Bylaws and 2021 meeting dates were approved at the last ZBA meeting.

Manager's Report – Larrea stated Council approved the 2021 Budget. He further stated the Broadway project is now complete, with additional stabilization in the Spring. At Waterwheel Park next to Haystacks, overgrown vegetation was cleared out. Spring improvements at Waterwheel include creating a pocket park with a crushed limestone path and seating areas under the shade. In an effort to open the area for better visibility to this pocket park, the bench will be moved and the water fountain may be removed. The clock may be relocated. At Marina Park, the two large dead maple trees were removed. Water tolerant trees will be replanted there in the Spring.

Village Council Updates

Suppes stated Christensen, Case, Long and Suppes were reelected to the Village Council in November. There is a vacancy on Council, and three candidates have notified the Village of their interest to be on Council.

Good of the Order

Hetler asked about the collection of water just below the Library and west of the path. It is uncertain the source of the water. The Village will bring in an Engineer to investigate the source.

Ostrowski stated there is still a need to install the bike route signs rerouting the trail. It will be done in the Spring.

Suppes stated his appreciation to the Committee that worked on the Park Plan. He further stated how great the Village looked with the decorated light poles as he drove through in the evening.

Announcements


The next Planning Commission meeting will be January 13, 2021, at 5:00 p.m.

Adjournment

Ostrowski moved, Suppes seconded, CARRIED, to adjourn the meeting, with an affirmative unanimous roll call vote. Ayes: 6, No: 0.

The meeting adjourned at 6:19 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.

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|---|------------------|---|-------------------------------------|
|  | | <h2 style="margin: 0;">VILLAGE OF SUTTONS BAY</h2> <h3 style="margin: 0;">REPORT VSB -2021- 02</h3> | |
| Prepared: | January 6, 2021 | Pages: | 1 of 1 |
| Meeting: | January 13, 2021 | Attachments: | <input checked="" type="checkbox"/> |
| Subject: | Map Amendment | | |

PURPOSE

To correct the inadvertent rezoning of the properties described below:

- 45-043-821-008-00 - 841 N. St. Joseph Street
- 45-043-821-009-00 - 803 N. St. Joseph Street
- 45-043-821-010-00 - 801 N. St. Joseph Street

BACKGROUND

In reviewing the zoning map, it appeared that the Village unintentionally changed the zoning of three parcels of land upon the adoption of the 2018 Zoning Map. Staff immediately began the process of reviewing past ordinances and maps to determine if that in fact occurred. Once confirmed, Staff reached out to the owners of the above listed properties to inform them of the error. The amendment before you looks to correct the issue by rezoning the parcels from the PUD district to the Newer Village Residential (NVR) zoning district.



To clarify, the property description on at least one of the properties includes waterfront property on the east side of M-22. It has been requested that this portion be rezoned also, however, this amendment does not address that request. The property on the waterfront portion is currently zoned Single-family Waterfront Residential (SFWR). Previous ordinance and maps dating back to the early 2000’s have it zoned the same. In addition, the planning commission recently completed an evaluation of the waterfront district and it was determined that we would postpone further discussion of this area until master plan discussions have begun. This amendment is specific to fixing an error and inadvertent rezoning only.

Please note, at the time this report was drafted we had not heard back from all the property owners. In fairness, it is imperative that we hear from all property owners prior to moving forward with the rezoning of their property. Should we need to adjust the amendment to eliminate a property we will do so at the meeting.

ACTION REQUESTED:

Should the Planning Commission feel it has the information necessary to move forward with the correction of the map, a motion for consideration has been provided.

MOTION THAT the proposed amendment to the Village of Suttons Bay Zoning Map, as described in Report VSB-2021- 02 be scheduled for a public hearing at the February 10, 2021 regular scheduled meeting.

STATE OF MICHIGAN
COUNTY OF LEELANAU

VILLAGE OF SUTTONS BAY

AMENDMENT TO THE VILLAGE ZONING MAP

The Village of Suttons Bay Planning Commission will consider the following Zoning Map Amendment at their Commission Meeting scheduled on Wednesday, February 10, 2021 at 5:00 P.M.

Electronic Remote Access, in accordance with Public Act 228 of 2020 will be implemented in response to COVID-19 social distancing requirements and Michigan Health and Human Services restrictions of indoor gatherings. The public may participate in the meeting through Zoom access by computer and smart phone and can find the link on our website at www.suttonsbayvillage.org

Dial by Phone:

Meeting ID:

Passcode:

Parcel 45-043-821-008-00 - 841 N. St. Joseph Street


Parcel 45-043-821-009-00 - 803 N. St. Joseph Street

Parcel 45-043-821-010-00 - 801 N. St. Joseph Street

MAP AMENDMENT TO THE VILLAGE OF SUTTONS BAY ZONING MAP

The Village of Suttons Bay Planning Commission is seeking approval to rezone the above referenced parcels located in the northern part of the Village on the east side of St Joseph Street/M-22. The request is to change the parcels from the Planned Unit Development, PUD Zoning District to the Newer Village Residential District. Complete copies of the Ordinance Amendment proposal are available on line at suttonsbayvillage.org. Comments regarding this request can be sent in writing to Village of Suttons Bay, PO BOX 395, Suttons Bay MI 49682, or email to Leslie Couturier, MiCZA at zoning@suttonsbayvillage.org

Information regarding the request may be examined by contacting the Office of Planning & Zoning at the Village of Suttons Bay, during regular business hours of 8:00 a.m. – 4:00 p.m., Monday through Thursday, and 8:00 a.m. – Noon on Friday, at 231-271-3051 or by email at zoning@suttonsbayvillage.org. Comments may be made in writing, addressed to Leslie Couturier, c/o Village of Suttons Bay, PO BOX 395, Suttons Bay, Michigan 49682.

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|  | | VILLAGE OF SUTTONS BAY REPORT VSB -2021- 03 | |
| Prepared: | January 6, 2021 | Pages: | 1 of 1 |
| Meeting: | January 13,2021 | Attachments: | <input type="checkbox"/> |
| Subject: | Fence Amendment | | |

PURPOSE

To discuss an amendment to the zoning ordinance to eliminate the 1-foot setback to fences.

OVERVIEW

The planning commission reviewed a more modern fence section in 2020, which was intended to replace the current fence standards. It was determined at that time we would be moving towards a more modern version that will incorporate visuals to help guide those intending to erect a fence and/or screening. Although we are not yet prepared to move forward with the amendment that will replace Section 2-21 in its entirety, I would recommend a simple housekeeping amendment for the time being.

Our current standards require a fence to be located one foot from the property line for the purpose of not obstructing a clear vision area. Although it is common to have such a provision, it is not common to have a 1-foot setback. That 1-foot setback should be eliminated since it fails to serve a public purpose. Furthermore, Section 2-20 Traffic Visibility, already addresses the safety issue making the provision unnecessary and redundant.

Both Sections are attached and have been provided for your review and discussion.

ACTION REQUESTED

MOTION THAT the proposed amendment to the Village of Suttons Bay Zoning Ordinance Section 2-21, as described in Report VSB-2021- 03 be scheduled for a public hearing at the February 10, 2021 regular scheduled meeting.

Section 2-20 Traffic Visibility

- A. *Clear Vision.* No use, structure or plant material, such as off-street parking spaces, fences, signs, berms, hedges, or planting of shrubs, which is taller than three (3) feet or which obstructs safe vision at a street corner, shall be located, erected or maintained within the following areas.
1. Intersection of Streets. Within the triangular area formed by the intersection of the street right-of-way lines and a line connecting two (2) points which are located on those intersecting right-of-way lines 30 feet from the point of the intersection of the right of way lines (Figure 2-1 a).
 2. Street and Driveway. Within the triangular area formed by the intersection of a street right-of-way line and a driveway and a line connecting two (2) points that are located on the right-of-way line and the driveway 20 feet from the point of intersection of the right-of-way line and driveway (Figure 2-1 b).
- B. *Exemptions.* Buildings in the CB District are exempt from the clear vision requirement of Section 2-20 A; however, all clear vision areas are subject to review and approval by the Administrator.

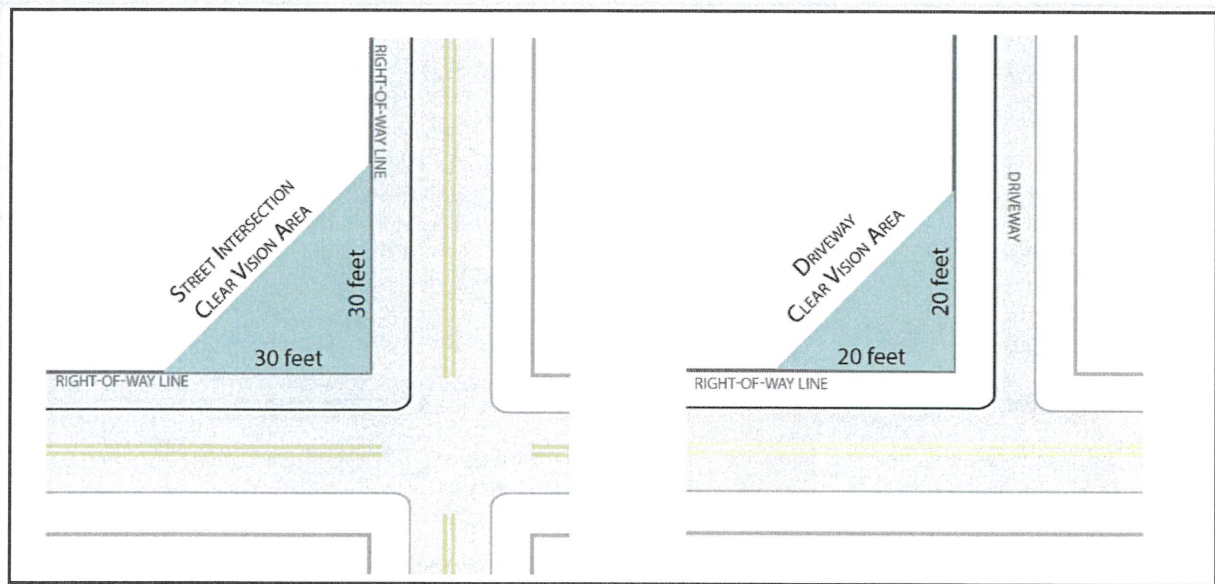


Figure 2-1 a Street-Street

Figure 2-1 b Street-Driveway

Section 2-21 Walls and Fences

- A. *General Provisions.*
1. Permit. Fences and walls require a permit.
 2. Measurement. Fence and wall height shall be measured from the natural grade to the uppermost portion of the fence or wall.
- B. *Requirements.*
1. Residential and Mixed Use District Requirements.

- a. Fences may not exceed six (6) feet in height. Fences located in front yards and waterfront yard portions of a parcel shall not exceed three and a half (3 ½) feet in height.
- b. Fences in front yards shall not be opaque, such as a privacy fence.
- c. There shall not be attached, affixed, or placed on any fence or wall any spike, nail, barb (including barbwire), or other pointed instrument on a fence.
- d. No fence or wall shall be constructed or maintained which is charged or connected with an electrical current.

2. Commercial and Industrial District Requirements.

- a. Fences may not exceed eight (8) feet in height.
- b. Barbed wire fencing is only permitted in the WI district.

3. Placement.

- a. No fence shall be located below the Lake Michigan historic high-water elevation of (582.3 feet IGLD 1985).
- b. No fence or wall shall be erected ~~within one (1) foot of any lot line abutting a street right-of-way line and shall not~~ as to obstruct a clear vision area (Section 2-19).
- c. If one side of the fence has a finished side, that side shall face adjacent properties, the water or streets.

Section 2-21

Walls and Fences

A. *General Provisions.*

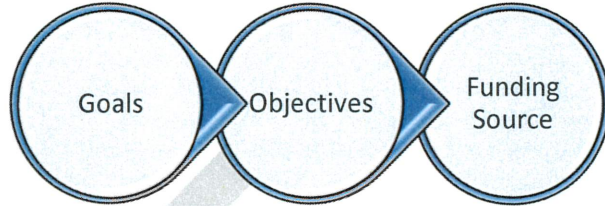
1. Permit. Fences and walls require a permit.
2. Measurement. Fence and wall height shall be measured from the natural grade to the uppermost portion of the fence or wall.

B. *Requirements.*

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 - c. If one side of the fence has a finished side, that side shall face adjacent properties, the water or streets.

COMMUNITY RECREATIONAL ACTION PLAN

The Action Plan is a crucial step in the implementation process. The Goals and Objectives have been determined by the public input process and now we need to identify how to accomplish the task.



We have identified our parks, system-wide improvements, park specific improvements, and will now focus on the funding of those improvements.

This Plan will act as a checklist for improvements over the next 5 years. The Action Plan will help guide Staff, the Planning Commission and Village Council in addressing future recreational needs of all parks.

Potential projects have been identified both specific and generically to our park system, therefore, each action item on the project list relates to one or more of the goals from the Goals and Objectives section of this plan.

PARK SYSTEM ACTION PLAN

| <i>Maintain & Improve Our Parks & Park System</i> | <i>Funding Mechanism</i> | <i>Timeframe</i> |
|--|--|------------------|
| Replace and/or repair damaged benches, water fountains and other amenities. | Annual Park Budget - Fund Raising | 1- 5 Years |
| Improve play areas, bathrooms, and universal access. | State Grants - Annual Park Budget | 3- 5 Years |
| Incorporate pocket parks and interconnectivity | State Grants - Safe Routes to School - Annual Park Budget | 1- 5 Years |
| Improve bicyclist leisure areas to promote and embrace our bicycling enthusiasts. | Partnerships with MSUE Master Gardner Program & Garden Club - Annual Park Budget | 2- 5 Years |
| Incorporate signage within our parks to assist with way-finding, park connectivity routes and information about accessibility. | Annual Park Budget | 2- 5 Years |
| Create educational opportunities at our parks. | Local Grants - Partnerships with local educational entities including ISEA - Suttons Bay Schools - Invasive Species Network - Watershed Center | 1- 5 Years |
| Incorporate culture, history and the Arts within our parks. | <i>Funding Mechanism</i> | <i>Timeframe</i> |
| Promote multi-generational interaction by promoting reading circles, outdoor theatre, cultural education and interaction. | Volunteer - Marketing - Annual Budget | 1- 5 Years |

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| Incorporate public art and display historic features | Volunteer - Marketing - Annual Budget - Local Partnerships | 1- 5 Years |
| Create educational opportunities at our parks. | Local Grants - Partnerships with local educational entities including ISEA - Suttons Bay Schools - Invasive Species Network - Watershed Center | 2- 5 Years |
| <i>Improve our park system to include higher levels of barrier free access and ADA opportunities.</i> | <i>Funding Mechanism</i> | <i>Timeframe for Completion</i> |
| Provide for universally accessible play areas, picnic facilities and shelters. | State & Local Grants - Annual Budget | 3- 5 Years |
| Improve ADA accessibility at waterfront parks. | State & Local Grants - Annual Budget | 1- 5 Years |
| <i>Improve & expand our existing non-motorized network by encouraging connectivity and walkability.</i> | <i>Funding Mechanism</i> | <i>Timeframe</i> |
| Identify and pursue funding for additional sidewalks and trails to connect our schools, parks and the downtown district. | State & Local Grants - Safe Routes to School - Annual Budget | 2- 5 Years |
| Invest in non-motorized improvements by installing and replacing sidewalks to complete the grid pattern. | Annual Budget | 1- 5 Years |
| Establish a partnership with M-DOT to invest in safe, family-friendly non-motorized crossings along M-22. | Partnerships - MDOT - Annual Budget | 1- 5 Years |
| Expand the regional trail system to provide non-motorized opportunities for families outside of the Village. | Grand Traverse Band - TART Trails - Local Grants - Partnerships | 2- 5 Years |
| <i>Promote public awareness and usability of the park system</i> | <i>Funding Mechanism</i> | <i>Timeframe</i> |
| Create interconnectivity awareness and promote kids' events that utilize multiple parks. | Volunteer - Marketing - Annual Budget - Local Partnerships | 1- 5 Years |
| Promote the park system via the Village website, newsletter articles, and by including information about the entire park network. | Volunteer - Marketing - Annual Budget - Local Partnerships | 1- 5 Years |