



VILLAGE OF SUTTONS BAY
Planning Commission
420 N. Front Street, Suttons Bay, MI 49682
December 11, 2024 at 5:00 pm
Regular Meeting Agenda

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 November 13, 2024, Meeting Minutes
6. Public comment/Written communications (Reserved time for items listed on the agenda). Please limit remarks to no more than three (3) minutes
7. Unfinished Business
8. New Business
 - a. Master Plan Priorities
9. Public comment
10. Reports
 - a. Zoning Administration Report
 - b. ZBA Report
 - c. Village Council Updates
11. Good of the order
12. Announcements: Next Regular Meeting January 15, 2024 (Third Wednesday)
13. Adjournment

If you are planning on attending this meeting and are disabled requiring any special assistance, please notify the Village Clerk by calling 231.271.3051 or by email at suttonsbay@suttonsbayvillage.org as soon as possible.



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
REGULAR MEETING
Meeting Minutes of November 13, 2024
420 N. Front Street
Suttons Bay, MI 49682

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

Present: Feringa, Pontius, D. Smith, F Smith, Hylwa & Campbell
Absent: Hetler,
Staff present: Petroskey, Patmore and Kopriva
Guests: None

Approval of Agenda

Feringa moved, Hylwa seconded, CARRIED, to approve the agenda as amended moving Planning Commission Priorities to item D. and moving Budget to B. and Meeting Schedule to C.
Ayes: 6, No: 0.

Conflict of Interest: None

Approval of Minutes

F. Smith moved, Campbell seconded, CARRIED, to approve the Planning Commission special meeting minutes of October 9th, 2024 as presented. Ayes: 6, No: 0.

Public Comment/Written Communications

None.

New Business:

Zoning Amendments Public Hearing for Section 5-3 Bayview Stories and 9-13 Wireless Communications. Planner Kopriva explained that in the BV district, the minimum stories has not been consistently enforced at 1.5 story minimum which has allowed for a few one (1) story dwellings to be constructed. It appears that this has not been detrimental to the district and it is suggested to update the language to change the minimum stories for the district to one (1).

Kopriva stated the wireless communications language in the current zoning ordinance is

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not consistent with State Law and needs to be updated. The law says that if a wireless provider is co-locating equipment on an existing tower, a special use permit is not required and can be approved administratively. The language provided, updates the language to be consistent with State Law.

F. Smith moved, D. Smith seconded, CARRIED, to open the public hearing at 5:04 p.m. Ayes: 6, No: 0.

Hearing no public comments the public hearing closed at 5:04 p.m.

The commission review the criteria of Section 18-3 and provided the following findings of fact:

1. The proposed text amendment would clarify the intent of the ordinance.

The proposed text amendments clarify the intent of the ordinance and makes the language consistent with State Law (Wireless Communications)

2. The proposed text amendment would correct an error or oversight in the ordinance.

The amendment will update the ordinance to be consistent with State Law and past practices.

3. The proposed text amendment would address changes to the State legislation, recent case law or opinions from the Attorney General of the State of Michigan.

The proposed text amendment related to wireless communications addresses changes to State Law. The building height is not a change in law or legislation.

4. The proposed text amendment would promote compliance with changes in other County, State or Federal regulations.

The proposed amendment regarding wireless communications will bring the Village in compliance with required language that was changed by the State. Building height is not related to compliance with law.

5. In the event the amendment will add a use to a district, that use shall be fully consistent with the intent of the district and the character of the range of uses provided for within the district.

This amendment does not add a use to a district.

6. The amendment will not create incompatible land uses within a zoning district, or between adjacent districts.

The amendment does not create incompatible land uses.

7. The proposed text amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements and similar technical items.

There does not appear to be any conflict with any other reports, studies, or other documents.

8. As applicable, the proposed change shall be consistent with the Village's ability to provide adequate public facilities and services.

The amendment will have no impact on the Village's ability to provide adequate public facilities and services.

9. The proposed change shall be consistent with the Village's desire to protect the public health, safety, and welfare of the community.

The proposed text amendments are consistent with the Village's desire to protect the public health, safety and welfare of the community.

D. Smith moved, F. Smith seconded, CARRIED, to approve and recommend that the Village Council adopt the text amendment for Article 5-3 Spatial Requirements relating to the Bayview District and bring Article 9-13 Wireless Communications into compliance as it relates to the permitting process for collation on an existing tower as stated in the above findings of fact. Ayes: 6, No: 0.

B. Proposed 2025 Planning Commission Budget.

F. Smith moved, Hylwa seconded, CARRIED to recommend the 2025 Budget to the Village Council for adoption. Ayes: 6, No: 0.

C. 2025 Meeting Schedule

The Planning Commission schedule was presented noting that the meetings will now take place on the 3rd Wednesday of the month at 5:00 p.m. and the ZBA will meet on the 2nd Wednesday of the month.

Hylwa moved, F. Smith seconded, CARRIED to recommend the 2025 Budget to the Village Council for adoption. Ayes: 6, No: 0.

D. Planning Commission Priorities

Kopriva provided the commission members with a list of the priorities in the Village Master Plan. Commission members rated each one by high, low or medium and the time frame of 1, 3 or 5 years to accomplish. The commission members were able to get through Housing, Natural Resources and Transportation. The remaining categories will be addressed at the next planning commission meeting.

Reports

Zoning Administration Report-as presented

Village Council Report: D. Smith indicated that the Village Council entered into a contract with Abonmarche for the design and construction oversight of the new Marina and public restrooms.

Good of the Order-None

Next Regular Meeting is December 11, 2024. Agenda items to include 1) Master Plan Review of Priorities

The meeting adjourned at 6:50 p.m.

Meeting minutes submitted by Dorothy Petroskey, Clerk.

Date: 12.06.2024
From: Sara Kopriva, AICP
To: Suttons Bay Planning Commission
Project: Master Plan Action Items

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initiative

At last month's meeting, the Planning Commission began to organize and prioritize action items that were included in the recently adopted Master Plan. Items that were discussed have been rank by year and then priority, with the outstanding items that still need to be discussed at the beginning of the document.

The Planning Commission should come prepared to finish determining priority on unprioritized tasks and review the list that was already prioritized to make sure that everything is correct.

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Dec 2024 Master Plan Goals/Action Items

Category	Action Item	Priority High / Medium / Low	Time Frame 1 yr / 1-3 yrs / 5 yrs
Economic Development	Assess the Zoning Ordinance to ensure that building design is high quality and encourages pedestrian activity.		
Economic Development	Assess how well the Zoning Ordinance standards provide for adequate buffering, lighting, and noise regulations to minimize the negative impact on neighboring residents and businesses. Make refinements to these standards as needed.*		
Economic Development	Assess the Zoning Ordinance standards for mixed land uses to see if development has occurred as anticipated and/or if any refinements to the ordinances are needed.*		
Economic Development	Assess the Village's ADU provisions to determine whether refinements are needed to encourage additional ADUs and/or to update standards for layout and appearance.*		

Category	Action Item	Priority High / Medium / Low	Time Frame 1 yr / 1-3 yrs / 5 yrs
Community Identity	Plan for and install wayfinding signage throughout the Village.*		
Community Identity	Incorporate recommendations of the M-22 Scenic Corridor Guidebook into the Zoning Ordinance.		
Community Identity	Update the Village's sign ordinance as needed to ensure that signs are compatible with the character of the Village.*		
Community Identity	Assess Zoning Ordinance standards for waterfront and shoreline development (public and private) to ensure that public access and views of the shoreline and Suttons Bay are adequately protected.*		
Community Identity	Assess Zoning Ordinance standards to ensure new development and redevelopment supports walkability.*		
Community Identity	Assess Zoning Ordinance standards for streetscapes, landscapes, and façades for residential and non-residential developments within the Village.		

Dec 2024 Master Plan Goals/Action Items

Category	Action Item	Priority High / Medium / Low	Time Frame 1 yr / 1-3 yrs / 5 yrs
Housing	Map priority development areas for workforce and/or attainable housing and "pre-permit" selected sites within the designated priority development area(s).^	High	1
Housing	Consider developing form-based zoning standards associated with residential areas to promote walkability and compatibility with existing development.^	High	1
Housing	Update Planned Unit Development (PUD) regulations to include more specific language to support workforce housing.^	High	1
Housing	Incorporate incentives with the PUD standards in the Zoning Ordinance (density bonus, reduced parking required, utility hookup fees, minimum dwelling and lot width and size, height bonuses, etc.).^	High	1
Natural Resources	Develop and enforce a set of natural features ordinances that will protect key natural features.*	High	1
Natural Resources	Assess Zoning Ordinance standards for stormwater management and alternative energy systems to ensure alignment with best practices.	High	1
Natural Resources	Encourage or incentivize energy efficiency, environmental sensitivity, and sustainability in the Zoning Ordinance (e.g., solar panels, EV charging stations, etc.).	High	1
Transportation	Update parking standards to facilitate the installation of electric vehicle (EV) infrastructure.	High	1-3
Natural Resources	Preserve and enhance the natural characteristics found at the "gateways" to the Village along M-22 and M-204 through the Zoning Ordinance, landscaping, signage, and site plan review process.*	High	1-3
Housing	Consider dormitory housing or boarding room housing in certain districts under defined conditions for the purposes of seasonal workforce housing.^	High	1-3
Natural Resources	Create a tree planting plan that identifies a priority list for tree planting and maintenance.	Medium	1
Natural Resources	Discourage development in areas with slopes greater than 18 percent through the Zoning Ordinance, natural features ordinances, and site plan review process.*	Medium	1-3
Natural Resources	Review the environmental standards in the Zoning Ordinance (Section 2-6) to assess whether they are producing expected protection and/or if any refinements to the ordinances are needed.*	Medium	1-3

Dec 2024 Master Plan Goals/Action Items

Housing	Limit or eliminate short-term rental of ADUs in districts targeted for workforce housing.^	Medium	1-3
Housing	Consider limiting short-term rentals in areas/districts targeted for workforce housing and identifying areas where both may be appropriate.^	Medium	1-3
Housing	Consider allowing an additional ADU (one attached and one detached) on the same property.^	Low	1-3
Housing	Consider an overlay district to delineate priority development area(s) for housing options where they are not currently prohibited without adding new zoning districts or changing boundaries.^	Low	1-3
Housing	Define "long-term rental" in the Zoning Ordinance and distinguish between "long-term rental" and "workforce housing."^ **Add Seasonal	Low	1-3
Housing	Consider zero lot line homes in mixed use areas. The CB district is currently the only district w/a zero front setback.^	Low	5
Housing	Streamline the development review process when units include workforce housing*	Low	5
Housing	Create incentive programs for developments that include a variety of housing sizes*	Low	5
Housing	Incorporate applicable concepts from the MEDC's Redevelopment Ready Communities program into the Zoning Ordinance and improve the development review process for applicants, the approving body, and community*	Low	5
Transportation	Assess Zoning Ordinance standards for new sidewalks and pathways associated with the construction of recent developments in the Zoning Ordinance.	High	Continuous
Housing	Consider changes to residential zoning districts to permit housing opportunities for all age groups that are consistent with the goals and intent of the Master Plan.	High-Continuously Worked On Policy	Continuous
Housing	Assess the Zoning Ordinance to ensure it allows appropriate residential retrofits for accessibility in order to help older residents remain in their homes.	Medium- May be related to above	Continuous
Housing	Consider allowing accessory dwelling units (ADUs) in all districts (currently only permitted in NG, SG and BV districts).^	Done	

		VILLAGE OF SUTTONS BAY ZONING REPORT	
Prepared:	12/06/2024	Pages:	1 of 1
Meeting:	December PC & Council	Attachments:	0 <input type="checkbox"/>
Subject:	Zoning Report for November 2024		

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADU	ALTERATIONS ADDITIONS	ACCES. STRUCT.	FENCE	COMMERCIAL, SIGNS / OTHER
November 2024	1	1	0	0	0	0	0
Year To Date	26	10	1	4	4	2	5

LUP 24-026 Single Family Dwelling 307 W. Jefferson

STAFF REPORT

- General Inquiries on Land Use.
- Driveway permit reviews in conjunction with the DPW.

FUTURE ACTION REQUESTED: None