



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
REGULAR MEETING
Meeting Minutes of April 16, 2025
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, Hylwa & Campbell
Absent: Hetler, F. Smith & D. Smith
Staff present: Petroskey, Patmore and Kopriva
Guests: Larry Mawby, Julie Bravender & David Dean

Approval of Agenda by Consensus

Conflict of Interest: None

Approval of Minutes

Hylwa moved, Feringa seconded, CARRIED, to approve the Planning Commission special meeting minutes of November 13th, 2024 as presented. Ayes: 4, No: 0.

Public Comment/Written Communications

Julie Bravender, Suttons Bay Harbor House asked if the commission would consider a text amendment for Bed & Breakfasts that would focus on occupancy rather than bedrooms to allow up to 10 people.

Larry Mawby, Peninsula Housing stated that Peninsula Housing and the Land Bank were purchasing part of the school property located on the south west portion off of Herman Road which consists of 9 acres. They are hoping to have it rezoned for residential housing. They expect to close at the end of May. Peninsula housing will host a community event to ask the public what they would like to see there. Peninsula Housing will be leasing the athletic fields back to the school for a three-year period. He added that the purchase does not include the current baseball field at the high school.

New Business:

A. Election of Officers:

Richard Hylwa nominated the current slate of officers.

Hylwa moved, Feringa seconded, CARRIED, to elect Gail Hetler, Chair, Jared Pontius as Vice Chair and Steve Ferringa as Secretary Ayes: 4, No: 0.

B. Master Plan-Planning Commission Priorities Continued

Commission members moved forward on completing a list of the priorities for 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 finish Economic Development and Community Identity which completed the task. Planner Kopriva will provide commission members with a finalized copy.

C. Report VSB-2-24-56 2024 Annual Report

The Commission was presented with the annual report outlining the accomplishments of 2024. Feringa moved, Hylwa seconded, CARRIED, to forward the Planning Commission Report to the Village Council for approval. Ayes: 4, No: 0.

D. Proposed Zoning Amendments

The commission was provided with various housekeeping amendments for the planning commission to consider. Planner Kopriva stated that much of the language is being added or changed to clarify the meaning or requirements of the ordinance. Proposed changes will affect the following sections:

2-14 A. Setbacks clarifying the location of the front lot line.

9-14 A. Prohibit Marihuana Establishments and Facilities - Removing Duplicate language in Ordinance

10-3 B. On Street Parking Exemption- Required Off-Street on-site parking as it relates to overnight occupancy.

10-3 Parking Requirements by Zoning District changes to the table in the Mixed- Use District

Central Business	<ul style="list-style-type: none">▪ Residential/Hotel/Bed and Breakfast: One (1) parking space for each dwelling or hotel room.▪ All off Street parking will be located off of an alley or Front Street.
North Gateway	<ul style="list-style-type: none">▪ Residential: Two (2) spaces plus one (1) additional space if an accessory dwelling is constructed.▪ Hotel/Bed and Breakfast: One(1) space per room plus one (1) space

	<p>per employee working at peak hours.</p> <ul style="list-style-type: none"> Overall: A maximum of four (4) parking spaces per parcel.
South Gateway	<ul style="list-style-type: none"> Residential: Two (2) spaces plus one (1) additional space if an accessory dwelling is constructed. Apartment/Hotel/Bed and Breakfast: One (1) space per apartment or hotel room. Other Uses: One (1) space per employee.

5-3 Spatial Requirement Table as it relates to front parking setback

10-2 General Requirements Adding language from 10-2A to spatial requirements 5-3

20-11 Definitions Setback definition which clarifies the location of the Front Line

18-3 Zoning Ordinance Amendments allowing a property owner to initiate a text amendment

Feringa moved, Campbell seconded, CARRIED, to schedule a public hearing for May 21, 2025 on the Housekeeping amendments presented. Ayes: 4, No: 0.

Reports

Zoning Administration Report-as presented. Patmore adding that phone inquiries are picking up.

Village Council Report: No Report

Zoning Board of Appeals-Did not meet.

Good of the Order-None

Next Regular Meeting is May 21, 2025.

The meeting adjourned at 5:25 p.m.

Meeting minutes submitted by Dorothy Petroskey, Clerk.