



VILLAGE OF SUTTONS BAY  
PLANNING COMMISSION  
REGULAR MEETING  
Meeting Minutes of May 21, 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, Pontius, Hetler, D. Smith & Campbell  
Absent: F. Smith & Hylwa  
Staff present: Petroskey, Patmore and Kopriva  
Guests: 2

Approval of Agenda

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

Conflict of Interest: None

Approval of Minutes

Feringa noted a misspelling of his name on page 2. Campbell moved, Feringa seconded, CARRIED, to approve the Planning Commission meeting minutes of April 16, 2025 as amended. Ayes: 5, No: 0.

Public Comment/Written Communications

The planning Commission was presented with the Notice of Intent from Leelanau County to prepare an amendment to the Leelanau County General Plan.

New Business:

**A. Zoning Ordinance Amendments:**

Chair Hetler opened the public hearing at 5:03 pm. Hearing no public comment, the public hearing was closed. The commission reviewed 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.*

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

*The amendment will correct errors within the ordinance.*

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.

*Not Applicable.*

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

*Not Applicable.*

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.

*Not Applicable.*

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 impact on the Village's ability to provide adequate public facilities and services as it relates to parking standards.*

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.*

S. Feringa moved, D. Smith seconded, CARRIED, to recommend that the Village Council adopt the text amendment(s) as presented based on the above findings of fact. Ayes: 5, No: 0.

J. Pontius noted that in the central business district there is no language requiring the Hotel/B&B to provide a parking space for an employee. Hetler suggested this be an item for future discussion.

## **B. Master Plan-Checklist-Where to Start**

Commission members reviewed the priority checklist. Noting several priority (1)s, commission members suggested the checklist items be reorganized grouping by Topic and grouped by Zoning. Hetler asked that members review the checklist and decide what items they would like to see tagged as a realistic priority and what items could be moved down the list. Members will look at the items to determine short term priority (low hanging fruit) and long-term priority (bigger projects). Staff is to send out a reminder to the commission in two weeks.

### **Reports**

Zoning Administration Report-as presented.

Village Council Report: Water rates will be increasing in the village.

Zoning Board of Appeals-Will be meeting next month to hear an application for a dimensional variance in the single-family waterfront district.

Good of the Order-D. Smith stated she would like to work on making affordable housing a priority for this commission. She stated Peninsula Housing will be hosting a public event to see what the community wants. She added with the purchase of this property at the school they would have access to water and sewer.

Planner Kopriva cautioned the commission on making comments regarding an application that may come before this commission. She noted any information or attempts by an applicant to contact a commission member should be forwarded to Village staff. Lastly, she stated that there should be no ex-parte contacts with applicants or it could jeopardize the process.

Next Regular Meeting is June 18, 2025.

The meeting adjourned at 5:45 p.m.

Meeting minutes submitted by Dorothy Petroskey, Clerk.