



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
REGULAR MEETING
Meeting Minutes of July 22, 2026
420 N. Front Street
Suttons Bay, MI 49682

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

Present: F. Smith, D. Smith, Pontius, Campbell, Hylwa, Feringa, Hetler

Absent:

Staff present: Kopriva, Patmore & Petroskey

Guests: 1

Approval of Agenda

F. Smith moved, Campbell seconded, to approve the agenda as presented.

Ayes: 7, No: 0

Conflict of Interest: None

Approval of Minutes

D. Smith moved, Hylwa seconded, CARRIED, to approve the Planning Commission meeting minutes of June 17, 2026 as presented. Ayes: 7, No: 0.

Public Comment/Written Communications: None

Old Business: None

New Business:

A. Driveway Standards:

Steve indicated that he and Dave are doing a comprehensive study to determine what information/restriction (setbacks, widths, location) should be in the Zoning Ordinance and what should the DPW address (construction, safety and drainage). Steve stated that zoning review could be done for small projects and the DPW could review large projects. Further conversation regarding alley access. Sara noted that driveways off alleys keep the traffic flowing, provide a neighborhood feel and assists with traffic calming. It was noted that existing driveways on

corner lots would most likely be grandfathered in unless there was a major change. Further discussion regarding Section 2-4(A) 3 and removing the specific districts. Steve stated he will bring back further information after he and the DPW determine the responsibilities.

B. Master Plan Priorities:

Sara stated some of the low hanging fruit has been completed, and some items are currently in the review process such as low impact design. Debbie stated she would like dormitory housing considered. There was brief discussion regarding PILOTS and TIFS. The planning commission reviewed the list of priorities and determined what their 2026 focus would be. See attached updated list prepared by the Planner and made part of the meeting minutes.

Sara will also work on a housing Map identifying vacant lots and current development.

Public Comment: None

Reports

- a. Zoning Administrator Report: Written report submitted. Patmore stated that Inland Seas had submitted a plan on July 3, 2026 however it was incomplete. They have now submitted a revised drawing and are working with the Fire Department and the DPW.
- b. ZBA Report: None
- c. Village Council Updates:
 - Marina Ordinance – few changes, Farmers Market to relocate to Ice Rink Park and Front Street from Dame to Madison to be reviewed.

Good of the Order: South Shore and St Marys speed was discussed.

Announcements: Next Regular Meeting August 19, 2026

- Report on Driveway Standards – Update onss Master Plan Priorities.

Meeting Adjourned at 5:50 pm

Motion by F. Smith to adjourn. Ayes: 7, No: 0

Meeting minutes drafted by Dorothy Petroskey, Clerk.

Updated July 2026
Village of Suttons Bay Master Plan Action Items

	In Process	Priority	Time Frame	Status
1.	Assess Zoning Ordinance standards for stormwater management and alternative energy systems to ensure alignment with best practices.	Natural Resources	Medium	1-3 Discussed Native Plants and review of County Ordinances. Look at Low Impact Design Standards
2.	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.*	Natural Resources	Medium	1-3 Reviewed, Native Plants and review of County Ordinances. Look at Low Impact Design Standards
3.	Create incentive programs for developments that include a variety of housing sizes*	Housing	Low	5 ADU language reviewed, included in PUD language that is on hold

	2026 Priorities	Priority	Time Frame	Status
1.	Map priority development areas for workforce and/or attainable housing and "pre-permit" selected sites within the designated priority development area(s).^	Housing	High	1 July 2026 moved to 2026 Priority
2.	Assess the Zoning Ordinance to ensure that building design is high quality and encourages pedestrian activity.	Economic Development	High	1-3 July 2026 moved to 2026 Priority
3.	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.* Define assess, should set goals	Community Identity	Medium	1-3 July 2026 moved to 2026 Priority
4.	Assess Zoning Ordinance standards to ensure new development and redevelopment supports walkability.*	Community Identity	Medium	1-3 July 2026 moved to 2026 Priority
5.	Assess Zoning Ordinance standards for streetscapes, landscapes, and façades for residential and non-residential developments within the Village.	Community Identity	Medium	1-3 July 2026 moved to 2026 Priority
6.	Consider developing form-based zoning standards associated with residential areas to promote walkability and compatibility with existing development.^	Housing	Medium	2-3 July 2026 moved to 2026 Priority
7.	Assess Zoning Ordinance standards for new sidewalks and pathways associated with the construction of recent developments in the Zoning Ordinance.	Transportation	High	Continuous July 2026 moved to 2026 Priority

Updated July 2026
Village of Suttons Bay Master Plan Action Items

Remaining List		Priority	Time Frame	Status
1.	Consider dormitory housing or boarding room housing in certain districts under defined conditions for the purposes of seasonal workforce housing. ^	Housing	High	1-3
2.	Develop and enforce a set of natural features ordinances that will protect key natural features.* Add Definition	Natural Resources	Medium	1-3
3.	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.*	Natural Resources	Medium	1-3
4.	Define “long-term rental” in the Zoning Ordinance and distinguish between “long-term rental” and “workforce housing.”^ **Add Seasonal	Housing	Low	1-3
5.	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. ^	Housing	Low	1-3
6.	Consider allowing an additional ADU (one attached and one detached) on the same property. ^	Housing	Low	1-3
7.	Consider zero lot line homes in mixed use areas. The CB district is currently the only district w/a zero front setback. ^	Housing	Low	5
8.	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.*	Economic Development	Low	5
9.	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	Low	5
10.	Streamline the development review process when units include workforce housing*	Housing	Low	5
11.	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*	Housing	Low	5
12.	Update the Village’s sign ordinance as needed to ensure that signs are compatible with the character of the Village.*	Community Identity	Low	5
13.	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.	Housing	High-	Continuous

Updated July 2026
Village of Suttons Bay Master Plan Action Items

14.	Assess the Zoning Ordinance to ensure it allows appropriate residential retrofits for accessibility in order to help older residents remain in their homes.	Housing	Medium	Continuous	
	On Hold/Removed				
1.	Update Planned Unit Development (PUD) regulations to include more specific language to support workforce housing.^	Housing	High	1-2	On Hold
2.	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.).^	Housing	High	1-2	On Hold
3.	Create a tree planting plan that identifies a priority list for tree planting and maintenance.- Village not PC, remove	Natural Resources	Medium	1	Remove from PC Task
4.	Consider limiting short-term rentals in areas/districts targeted for workforce housing and identifying areas where both may be appropriate.^	Housing	Medium	1-3	Remove from PC Task, Council Task 7/26
5.	Limit or eliminate short-term rental of ADUs in districts targeted for workforce housing.^	Housing	Medium	1-2	Remove from PC Task, Council Task 7/26

	Completed in 2025				
1.	Update parking standards to facilitate the installation of electric vehicle (EV) infrastructure.	Transportation	High	1-3	Done
2.	Encourage or incentivize energy efficiency, environmental sensitivity, and sustainability in the Zoning Ordinance (e.g., solar panels, EV charging stations, etc.).	Natural Resources	Medium	1-3	Standards added
3.	Discourage development in areas with slopes greater than 18 percent through the Zoning Ordinance, natural features ordinances, and site plan review process.*	Natural Resources	Medium	1-3	Reviewed, No Changes Proposed
4.	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	High	1-3	Reviewed, No Changes Proposed