



VILLAGE OF SUTTONS BAY
Planning Commission
420 N. Front Street, Suttons Bay, MI 49682
July 22, 2026, 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 June 17, 2026 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. Driveway Standards in Alleys
 - B. 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 August 19, 2026 (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 June 17, 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, Pontius, Campbell, Hylwa, Feringa, Hetler
Absent: D. Smith
Staff present: Patmore & Petroskey
Guests: 1

Approval of Agenda

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

Ayes: 6, No: 0

Conflict of Interest: None

Approval of Minutes

Hylwa moved, Campbell seconded, CARRIED, to approve the Planning Commission meeting minutes of May 20, 2026 as presented. Ayes: 6, No: 0.

Public Comment/Written Communications: None

Old Business: None

New Business:

A. Planning Commission 2025 Annual Report:

Feringa moved, F. Smith seconded, to forward the planning commission report to the Village Council. Ayes: 6. No: 0.

B. Driveway Standards in Alleys:

The Planner provided draft language to the planning commission for review. Z.A. Patmore advised that he and the DPW Director would be reviewing the language. Planning Commission members discussed the following:

Village of Suttons Bay – 420 N Front Street – P O Box 395 – Suttons Bay, MI 49682 – 231.271.3051
suttonsbay@suttonsbayvillage.org

- Why driveways needed to be off an alley and not a major street?
- Why are some alleys paved and other are not –It was noted this is a Village Council question.
- The number of curb cuts/access to be addressed by DPW

Zoning Administrator Patmore stated additional recommendations will most likely be made after he meets with the DPW Director and Planner.

Public Comment: None

Reports

- a. Zoning Administrator Report: Items not specified.
- b. ZBA Report: None
- c. Village Council Updates:
 - Marina Ordinance – few changes

Good of the Order: Email received from Chamber relating to Sandwich Boards location on Village sidewalks. It was noted that they must be adjacent to and perpendicular to buildings

Announcements: Next Regular Meeting July 15, 2026

- Report on Driveway Standards – Discuss Master Plan Priorities.

Meeting Adjourned at 5:22pm

Motion by F. Smith to adjourn. Ayes: 6, No: 0

Meeting minutes drafted by Dorothy Petroskey, Clerk.

Memo

To: Village of Suttons Bay Planning Commission

From: Steve Patmore, Zoning Administrator



Date: July 17, 2026

RE: Update on Driveway Standards Zoning Amendment

I have been working with the Village of Suttons Bay DPW Manager Dave Miller on suggestions for driveway standards in the Village, and have also had brief discussions with Village Manager Rob Larrea.

I believe that I now have some direction on how to proceed with amendments to our zoning ordinance.

We will also be working on suggested construction standards for driveways for the DPW.

I will continue to work with Sara, Dave, and Rob on developing a zoning amendment.

It has been a busy summer so far, but I believe that we can get this wrapped up this fall.

Date: 06.12.2026
From: Sara Schroeder, AICP
To: Suttons Bay Planning Commission
Project: 2026-01 Access and Driveway Zoning Amendment


initiative

The proposed amendment is intended to clarify the requirements for driveways within the Village. The ordinance is unclear if the requirements for driveways, especially width, applied for driveways that were accessing a site from an alley. It also does not encourage access from an alley when an alley exists. While the whole section is included for the Planning Commission review, below is proposed language, changes are highlighted in yellow. The zoning administrator and I have a meeting scheduled with DPW to discuss driveway standards and language in the next few weeks.

Section 2-4 Access, Driveways, and Private Streets

A. General.

1. Permit Required. No individual, association, corporation or entity, either public or private, shall construct or extend a private driveway or street without first having obtained a permit from the Village.
2. Jurisdiction. Any proposed private driveway or street must be permitted by the applicable public authority if intersecting with a public street. If the private driveway or street intersects an existing private street, written permission from the owners, private street association or other entity that owns the private street shall be submitted.
3. Access. Driveway entrances and exits to a parcel of land shall comply with the Village of Suttons Bay curb cut requirements, and shall require a right-of-way permit when applicable. No new curb cuts are allowed on M-22 and St. Joseph Avenue in the CB and NG Districts. All driveways and parking areas in the Village shall be accessed from the alley when the property abuts an alley.
4. Occupancy Permits. No occupancy permit for a structure on a parcel accessed by a private driveway or street shall be approved until the driveway or street has been approved and inspected according to this section.

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Grand Rapids Office
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Grand Rapids, MI 49503

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5. Parking. On-site parking of vehicles shall be restricted to improved parking areas, such as driveways, parking lots, garages, and carports.
6. Maintenance and Repairs of Sidewalks. Any and all repair of damage to sidewalks due to driveway and private street construction shall be the responsibility of the landowner.
7. Fire Department. Property access, driveways, and streets are subject to applicable fire codes.

B. *Application*. All applications for private driveways and streets shall be on an established application form and shall include any required fees, the required number of plans, the private easement and maintenance agreement (if applicable) and any other required information.

C. *Types and Approval Authority*.

1. Driveway and Shared Driveway. A driveway or shared driveway shall be reviewed and approved by the Administrator.
2. Private Street. A private street shall be reviewed by the Planning Commission, which shall make a recommendation to the Village Council. The Village Council shall provide final approval of private streets.

D. *Residential Driveway Requirements- Single-Family and Two-Family*.

1. Permitting. Driveways are subject to Village permitting and construction standards, including stormwater runoff design requirements.
2. Number and Location. The number and location of driveways, including horseshoe driveways with two (2) curb cuts, providing direct access to a public or private street shall not exceed those which have been determined by the Administrator to be necessary for proper and efficient traffic flow and that preserves the safety of pedestrians and motorists. In making this determination, the Administrator shall consider the posted speed limit on the street, the proximity of intersecting streets and driveways, and other circumstances determined relevant by the Administrator.

~~3. Surface. The driveway surface may be paved with a hard surface or may be aggregate (gravel). However, the following areas shall be paved:~~

~~a. If no sidewalks, paved between street edge and right-of-way line.~~

~~b. If sidewalks, paved from street edge to a point five feet interior of the inside edge.~~

~~4.3. Location and Design. A driveway shall be permitted in the front or side yard subject to the following:~~

- a. The driveway surface and any connected pad shall be at least three (3) feet from a side lot line.

b. No driveway access shall exceed 12 feet in width for a distance of 10 feet from the edge of pavement, or where a sidewalk is required, for a distance of five (5) feet from back of sidewalk. The driveway shall not exceed 12 feet in width except that the driveway abutting the front elevation of a garage or carport may be of a width equal to width of the garage or carport space. That width may extend a sufficient depth to support placement of single row of vehicles outside of the garage or carport and then shall taper to 12 feet or less.

c. The driveway may include an attached pad for purposes of allowing vehicles exiting a garage, carport, or driveway to back-up and turn the vehicle in order to allow forward entry on to the street.

- d.b. The driveway shall be positioned for direct access to the garage or carport. In the event a garage or carport does not exist, the orientation of the driveway shall be to the side or rear yard.

5.4. Shared Driveway Requirements.

- a. Limitations. A shared driveway shall only be approved to provide the primary access from a road to two (2) contiguous lots, which because of their zoning, configuration, or other circumstance related to the land, cannot be or are unlikely to be split into future additional lots.

- b. Design and Construction Requirements.

(1) The shared driveway shall be located within an easement with a minimum width of 20 feet.

(2) The shared driveway shall have a minimum width of 10 feet of travel surface.

(3) The driveway surface may be paved with a hard surface or may be aggregate (gravel).

- c. Application and Approval. Shared driveway applications shall be reviewed by the Administrator and Fire Chief.

6. Entry and Exit. For driveway access onto M-22 and M-204, the access shall be designed and constructed so that vehicles can enter and exit the parcel in a forward moving direction of travel.

ZONING REPORT

		VILLAGE OF SUTTONS BAY ZONING REPORT	
Prepared:	7/17/2026	Pages:	1 of 1
Meeting:	July 2026 PC & Council	Attachments:	0 ☐
Subject:	Zoning Report for June 2026		

LAND USE PERMITS ISSUED

		NEW	ADU	ALTERATIONS	ACCES.	FENCE	COMMERCIAL,
DATE	TOTAL	HOMES		ADDITIONS	STRUCT.		SIGNS / OTHER
June 2026	4	0	0	2	0	0	2
Year To Date	13	1	0	4	2	1	5

(Note – permits may be classified under multiple categories)

LUP 26-010	218 N. St. Joseph St.	sign - American Spoon
LUP 26-011	109 N. St. Mary's St.	addition
LUP 26-012	202 S. Shore Dr.	addition & expansion
LUP 26-013	203 N. Lincoln	sign

Several Applications under review

ZONING BOARD OF APPEALS

- No Activity

LAND DIVISION

- Questions about potential divisions and transfers.
- One Application for Parcel Transfer under review.

OTHER ACTIVITY

- Questions on Land Use Permits, zoning, setbacks, etc.
- Follow-up work on Inland Seas Site Plan
- Working on Driveway Standards with DPW Supervisor

RECOMMENDATIONS TO PC:

None

June 2026

Village of Suttons Bay Master Plan Action Items

Completed in 2025	Transportation	Priority	Time Frame	Status
Update parking standards to facilitate the installation of electric vehicle (EV) infrastructure.		High	1-3	Done
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
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
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

In Progress	Natural Resources	Priority	Time Frame	Status
Assess Zoning Ordinance standards for stormwater management and alternative energy systems to ensure alignment with best practices.		Medium	1-3	Discussed Native Plants and review of County Ordinances. Look at Low Impact Design Standards
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
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

June 2026

Village of Suttons Bay Master Plan Action Items

Remaining List	Priority	Time Frame	Status
Map priority development areas for workforce and/or attainable housing and "pre-permit" selected sites within the designated priority development area(s). ^	High	1	
Limit or eliminate short-term rental of ADUs in districts targeted for workforce housing. ^	Medium	1-2	
Assess the Zoning Ordinance to ensure that building design is high quality and encourages pedestrian activity.	High	1-3	
Consider dormitory housing or boarding room housing in certain districts under defined conditions for the purposes of seasonal workforce housing. ^	High	1-3	
Develop and enforce a set of natural features ordinances that will protect key natural features.* Add Definition	Medium	1-3	
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.*	Medium	1-3	
Consider limiting short-term rentals in areas/districts targeted for workforce housing and identifying areas where both may be appropriate. ^	Medium	1-3	
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	Medium	1-3	
Assess Zoning Ordinance standards to ensure new development and redevelopment supports walkability.*	Medium	1-3	
Assess Zoning Ordinance standards for streetscapes, landscapes, and façades for residential and non-residential developments within the Village.	Medium	1-3	
Define "long-term rental" in the Zoning Ordinance and distinguish between "long-term rental" and "workforce housing." ^ **Add Seasonal	Low	1-3	
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	
Consider allowing an additional ADU (one attached and one detached) on the same property. ^	Low	1-3	
Consider developing form-based zoning standards associated with residential areas to promote walkability and compatibility with existing development. ^	Medium	2-3	
Consider zero lot line homes in mixed use areas. The CB district is currently the only district w/a zero front setback. ^	Low	5	

June 2026

Village of Suttons Bay Master Plan Action Items

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	
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	
Streamline the development review process when units include workforce housing*	Housing	Low	5	
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	
Update the Village's sign ordinance as needed to ensure that signs are compatible with the character of the Village.*	Community Identity	Low	5	
Assess Zoning Ordinance standards for new sidewalks and pathways associated with the construction of recent developments in the Zoning Ordinance.	Transportation	High	Continuous	
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	
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				
Update Planned Unit Development (PUD) regulations to include more specific language to support workforce housing.*	Housing	High	1-2	On Hold
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
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