



## VILLAGE OF SUTTONS BAY

### Via Remote Access

Village Planning Commission  
420 Front Street, Suttons Bay

**December 8, 2021 at 5:00 pm**

### Agenda

The meeting will be held by Electronic Remote Access, in accordance with Public Act 228 of 2020 Article 3(2) and Resolution 1 of 2021 Declaration of State of Emergency. The public may participate in the meeting through Zoom access by computer and smart phone and can find the link on our website at [www.suttonsbayvillage.org](http://www.suttonsbayvillage.org).

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 10, 2021
6. Public comment/Written communications (Reserved time for items listed on the Agenda). Please limit remarks to no more than three (3) minutes
7. Old Business
  - a. Follow-up report from Jared Pontius-Container Bathrooms
8. New Business
  - a. Community Land Trusts-Larry Mawby
  - b. Hop Lot Distillery Plan Review
  - c. Off/On Premise Tasting Rooms Language Discussion
  - d. 2022 Meeting Dates
9. Public comment
10. Reports
  - a. Zoning Administration Report
  - b. ZBA Report
  - c. Village Council Updates
11. Good of the order
12. Announcements: The next meeting date is January 12, 2022
13. Adjournment

Village of Suttons Bay is inviting you to a scheduled Zoom meeting.

**Topic: Village Planning Commission Meeting**

**Time: Dec 8, 2021 05:00 PM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us02web.zoom.us/j/85608098427?pwd=Nkk1Z2srUWgrMmxSMDczZkYxNzhRZz09>

Meeting ID: 856 0809 8427

Passcode: 115479

One tap mobile

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+1 346 248 7799 US (Houston)

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Find your local number: <https://us02web.zoom.us/j/85608098427>



VILLAGE OF SUTTONS BAY  
PLANNING COMMISSION  
MEETING NOTES OF NOVEMBER 10, 2021

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

Present: Hetler, Ostrowski, Pontius and Suppes  
Absent: Hylwa and Smith  
Staff present: Fay and Kopriva

Approval of Agenda,

Suppes moved, Ostrowski seconded, CARRIED, to approve the agenda as presented, with an affirmative unanimous roll call vote. Ayes: 4, No: 0.

Approval of Minutes

Suppes moved, Pontius seconded, CARRIED, to approve the October 13, 2021, Planning Commission meeting minutes with an affirmative unanimous roll call vote. Ayes: 4, No: 0.

Public Hearing-Zoning Amendment – S. Gateway Design Standards

The public hearing was opened at 5:03 p.m., and having heard no public comments, the public hearing closed.

Ostrowski moved, Suppes seconded, CARRIED, to approve Zoning Ordinance Amendment 2-2021, up through the letter I., with an affirmative unanimous roll call vote. Ayes: 4, No: 0.

VS-2021-58-2022 Planning Commission Budget

Suppes moved, Ostrowski seconded, CARRIED, to recommend the proposed 2022 Planning Commission budget be approved and adopted by Village Council, with an affirmative unanimous roll call vote. Ayes: 4, No: 0.

Report from Jared Pontius – Container Bathrooms

Pontius reviewed the information found in the packet and noted container bathrooms are an option to brick and mortar. The costs range between \$65,000 and \$95,000. Pontius states the bathrooms do not use a tank and would need to be hooked up to water and sewer.

Commissioners questioned where the sewer lines are. The bathrooms can be retrofitted with heat and used in the winter, or winterized. The container bathrooms are movable.

Commissioners discussed possible locations such as Wedge Park by Waterwheel Park, or located where the pop-up park is on Front Street, an already paved location, (although that is the location that snow is piled), or by the basketball/tennis courts, dependent upon where the sewer lines are located. It was suggested to have a Village competition for a design incorporating the Village of Suttons Bay on the container bathroom. Commissioners discussed how bathrooms would be funded, suggesting application for park grants due to ADA

compliance, a fundraiser, or collaboration with Suttons Bay Chamber to raise money. Commissioners discussed where the container bathroom concept should be forwarded to; Village Council, S B Chamber, or would it be part of the Master Plan. It was the consensus of Commissioners to have Pontius obtain a quote for a 20' container bathroom, with two unisex and one ADA (family) stall(s). Further, Hetler requested Pontius bring back the quote to the next Planning Commission meeting and that it be an agenda item under Old Business.

#### Public Comment

Lois Bahle asked if the Village had any of the previous plans, such as the streetscape plan specifically referring to the plan creating a Village Center on Jefferson (closing Jefferson) stating this would be a good location for bathrooms. She suggested electric heat for the restrooms, or using solar panels if there is a clear solar view. Bahle asked what the plans were for the ARP funds and the infrastructure funding, and stated perhaps the funds together with a Village/businesses match could be made to fund bathrooms. Bahle has been working with the S B Chamber on a work force housing survey in efforts to obtain concrete data that could help in application for grant dollars.

#### Reports

Village Council updates – Suppes stated the 2022 proposed budget has been introduced with approval scheduled for December 7, 2021 at 8:10 a.m., along with the Truth and Taxation hearing.

Sara Kopriva, Planner, stated she would be bringing a couple of sections of the Zoning Ordinance to the PC for review, sometime in December or January.

#### Good of the Order

Ostrowski stated Leelanau Road Commission on Eckerle Road has stepped up and will be the new location for the recycling center.

Suppes stated the Short-Term Rental Legislation has passed in the House, which if passed in the Senate, the State of Michigan would regulate STR's, losing local control. Contact Senator Curt Vanderall, or go to [mi.gov/hb4722](https://mi.gov/hb4722) for more information. You can also contact the MML at 734-662-3246, and speak to Mary Charles.

Hetler informed Commissioners that Kathryn Danielson has resigned from the Planning Commission and thanked for her time spent on the Planning Commission.

#### Adjournment

Ostrowski moved, Pontius seconded, CARRIED, to adjourn the meeting. The meeting adjourned at 5:45 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.



# Peninsula Housing

## *Affordable for Generations*

### **What is a Community Land Trust?**

A Community Land Trust (CLT) is a private, nonprofit corporation created to provide secure affordable access to land and housing for the benefit of the community. The CLT provides access to ownership of housing for people who would otherwise be priced out of the housing market.

CLTs are unique in that they separate ownership of land and homes. CLTs permanently own the land on which homes and other structures or facilities are built, while individuals own the home (or other structure/facility) on the land pursuant to a long-term renewable ground lease.

The deal that a homeowner makes with the Community Land Trust is the ability to purchase an affordable house now in exchange for giving up a portion of the future appreciation of the home.

Briefly, here are the typical terms of a CLT purchase:

- The Homeowner purchases the house but not the land (which lowers the purchase price).
- The Homeowner leases the land from the CLT.
- The term of the lease is usually 99 years; the lease can be renewed.
- When the Homeowner sells the house, a portion of the appreciated value stays with the land, so the home price is more affordable for the next buyer.
- The home can be inherited.

### **What is Peninsula Housing?**

Peninsula Housing's mission is to provide affordable housing that remains affordable for generations.

Peninsula Housing is a CLT that, in addition to the typical CLT land ownership, extends the model of the traditional CLT to include affordable workforce *apartment rentals*.

Peninsula Housing's first projects will include studio, one and two bedroom rental apartments, owned by Peninsula Housing, built on land owned by Peninsula Housing. These apartments will be designed and built to reduce energy use, helping to keep the cost of workforce housing affordable for the long term.

Peninsula Housing is a Private, Nonprofit Community Land Trust  
Post Office Box 221 - Suttons Bay, Michigan 49682  
Email: [home@peninsula-housing.org](mailto:home@peninsula-housing.org)

To: Village of Suttons Bay Planning Commission

From: Sara Kopriva, AICP

Date: December 3, 2021

RE: **Introduction** 650 S West Bay Shore Dr, Request for small distillery, small winery, and microbrewery with tasting room/restaurant

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Recommended Action:

Motion to schedule a public hearing for 650 S West Bay Shore Dr.

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The applicant is requesting a special use permit to operate a small distillery, small winery, and microbrewery out of an existing building. (Urgent Care) This application is for a change of use only, there will be no exterior changes to the property. Included is a cover letter explaining the project along with the previously approved site plan. The applicant has stated that the project was completed according to the plan.

A special land use requires a public hearing prior to making a decision on the application. Should the Planning Commission find that all the required documents are submitted, a public hearing should be scheduled.

This application will be considered under the revised South Gateway language that the Planning Commission recently reviewed and approved. Council will be considering this at a December meeting.

Below are the relevant sections of the Ordinance that will apply to this project. This does not include the standards for approval since we will be considering those following the public hearing.

**Zoning District:** South Gateway

**Uses Allowed:**

Restaurant with micro-brewery, small distillery, or small winery- allowed with special land use

Small distillery- allowed with special land use

Microbrewery includes tasting room- allowed with special land use

Small winery-allowed with special land use

There are no specific use requirements for any of these uses in Article 9 of the Zoning Ordinance.

### **Table 10-3 Parking Requirements**

South Gateway – One (1) space per employee

### **Article 11 Landscaping**

This section does not apply since this is not a new building and there no work being done outside. Should an addition be proposed or any other site work be done, then compliance with the landscaping provisions would be required.

### **Section 13-2 Application Procedures (Special Land Use)**

B. Information Required in Application. An application for special land use permit shall include:

1. Application Form. An application form which includes, at a minimum:

a. The applicant's name and address. **Provided**

b. Signature of land owner and the applicant, if different than the landowner. **Provided**

c. The address and legal description of the property. **Provided**

d. A specific statement and supporting information demonstrating that compliance with the standards for special land use permit approved as provided in Section 13-3. **Provided**

e. A complete description of the proposed development including the following assessments and statements, as applicable:

(1) Expected demands on community services, and how these services are to be provided, to specifically include: school classroom needs, volume of sewage for treatment, volume of water consumption related to community system capacity, change in traffic volume on adjacent streets and other factors that may apply to the particular development. **Provided**

(2) Statements relative to the impact of the proposed development on soil erosion, shoreline protection, wildlife habitat, air pollution, water pollution (ground and surface), noise and the scale of development in terms of the surrounding environment. **Not Applicable**

### Section 3.

S.A.S. Lutke LLC, on behalf of Hop Lot Brewing Company, is requesting a special land use permit to operate a small distillery, small winery, and microbrewery with a tasting room/restaurant, that will be constructed within the existing structure (formerly Urgent Care) located at 650 S. West Bay Shore Dr. Distilled spirits and beer will be produced, blended, and packaged in this structure, along with a tasting room that will serve the beverages and food. Hop Lot Brewing Company LLC, has received local government approval from the Suttons Bay Village Council, and has submitted both state (MLCC) and federal (TTB) paperwork to obtain a Small Distillery License, and Distilled Spirits Plant permit, respectively. The Michigan Liquor Control Commission has already approved the small distillery license, pending a final investigation of the structure, and the approval of the Federal Permit. Upon final approval, both 658 and 650 S. West Bay Shore Dr. will be viewed by the MLCC and TTB as one licensed premises. The microbrewery license and small winery licenses are already active.

Emergency service requirements- No additional police services are required for this project. Fire protection needs will be met by Suttons Bay Township Fire Department. The structure will be housing distilled spirits that are flammable. The building will be renovated to meet all local and state building code requirements to produce and store the spirits.

Automobile and truck circulation patterns are expected to continue as is already occurring. Traffic will enter the parking lot from M22. The parking lot and drive is shared with the adjacent property (Hop Lot Brewing Company). Any deliveries to this facility are likely to be scheduled prior to peak traffic times.

Local traffic volumes – Local traffic patterns are expected to continue as is already occurring. Peak hours are expected to be a typical dinner times (5-8)PM. The site is located directly off M22 and on-site parking is available.

### Section 6.

1. Per the ordinance, A small distillery, small winery, and microbrewery are permitted uses by Special Land Use.
2. The intention of this project is to support continued development of an existing, Suttons Bay Village business. In addition, locally grown agricultural products (apples, corn, grains, cherries) will be used to produce products.
3. The existing building was already approved. The operation of the small distillery, microbrewery, and small winery is a direct production extension of an existing business located on the adjacent property.
4. Operated properly, none of the requested uses are hazardous, and will not be disturbing to existing or future uses in the same general vicinity, and in the community as a whole. The operation of the distillery will be an extension of an existing business located on the adjacent property.
5. All existing infrastructure will be used. No additional infrastructure (per item 5) is required.
6. No additional public costs for infrastructure are required. Jobs will be created for the community.
7. We will not be involving uses, activities, processes, materials, and equipment that will be detrimental to persons, property, or general welfare by reason of excessive production of traffic, noise, vibration, smoke, fumes, glare or odors. Production is will take place within the structure.



We expect to brew, and distill spirits 3-4 days per week, for up to 8 hours at a time. The initial tasting room hours are proposed to be open most days in the summer season, and weekends only in the off-season. Hours are subject to change. No excessive production of traffic, noise, vibration, smoke, fumes, glare, or odors is expected.

8. We will be using the existing, approved structure on this site. No additional building is being proposed at this time.
9. The special land use that is being requested, benefits an adjacent property, and will not impede the normal and orderly development and improvement of other surrounding properties for uses permitted in the zoning district.
10. A small distillery, microbrewery, and small winery are permitted uses by special land use permit in the South Gateway Zoning District.



420 N Front St., PO Box 395  
Suttons Bay, Michigan 4968s

Phone (231) 271-3051

Office of  
Planning & Zoning

**APPLICATION FOR SPECIAL LAND USE AND SITE PLAN APPROVAL**  
(As Amended)

(For office use only)

File No. SLU \_\_\_\_\_ /SPR \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ Escrow Paid \$ \_\_\_\_\_  
 Check # \_\_\_\_\_ Check # \_\_\_\_\_

**Section 1. Applicant Information**

Applicant/Authorized Agent's Name Steve Lutke

Address 424 N. School Hill Ct Phone No. (231) 993-5924

Nature of Applicant's Relationship to Property: Owner

Applicant/Authorized Agent's Signature

I hereby depose and say, under the penalties of perjury, that all of the statements and/or information contained herein or submitted with this application are true.

[Signature] \_\_\_\_\_ 7-8-21 \_\_\_\_\_  
Signature Date



Owner's Name S.A.S. Lutke LLC

Address 658 S. West Bay Shore Dr. Phone No. (231) 883-5924

Owner's Signature (application cannot be processed without owner's signature)

I hereby depose and say, under the penalties of perjury, that all of the statements and/or information contained herein or submitted with this application are true.

[Signature] \_\_\_\_\_ 7-8-21 \_\_\_\_\_  
Signature Date



Designer's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone No. ( ) -

**Section 2. Property Information**

Property Identification Numbers (PIN), list all parcels affected: 043-828-014-20

Legal Description, if any new property divisions are proposed (may be attached): Attached

Address of subject parcel 650 S. West Bay Shore Dr.

Existing Use(s) Office / medical building

Zoning District SGW Area of Property 1.93  Acres  Sq. feet

For properties of less than one acre, use square feet.



#### Section 4. Site Plan Check List

Use previously approved site plan?

Attach to this application ten (10) copies of the proposed site plan. Use this section to check that your site plan includes all required elements. At a minimum, the site plan shall include:

- A scaled drawing of the site and the proposed development including the date prepared and the date of the latest revision (if any) and the name and address of the preparer.
- Property parcel number(s) (from the Assessment Roll of the Township).
- Topography of the site and its relationship to adjoining land. Show existing and proposed contours at not more than two (2) foot intervals and show all adjoining structures within 100' of the property line.
- Itemization of existing man-made features.
- Dimensions of setbacks.
- Locations, heights and sizes of structures and other important features. Provide exterior elevations of major buildings or "typical" buildings in multiple building projects. Indicate exterior finish materials.
- Percentage of land covered by buildings and percentage reserved for open space.
- Dwelling unit density, where pertinent.
- Location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.
- Curb-cuts, driving lanes, parking and loading areas. For mixed-use, commercial, institutional or industrial developments, provide your parking detail and calculations.
- Location and type of drainage, sanitary sewers, storm sewers, watermain or wells, and all underground or overhead utility lines.
- Location and nature of fences, landscaping and screening.
- Proposed earth changes.
- Signs and on-site illumination. Provide lighting detail and include elevations of proposed signs.
- Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be requested by the Zoning Administrator or the Planning Commission.
- The site plan shall include a written landscape plan prepared in accord with Section 11-3 of the Zoning Ordinance.

**Section 5. Additional Information**

If applicable, provide the following further information:

	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
<b>A. Sanitary Sewer Service</b>			
1. Does project require extension of public sewer line?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Will a community wastewater system be installed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, provide construction plans and specifications			
3. Will on-site disposal be used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is it depicted on plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Water Service</b>			
1. Does project require extension of public water main?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Will a community water supply be installed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, provide construction plans and specifications			
<b>C. Public utility easements required?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, show on plan.			
<b>D. Site Drainage</b>			
1. County drain usage approved by County Drain Commissioner?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If so, attach approval letter.			
If no, are alternate measures shown?			
Note: Alternate measures must be designed and sealed by a registered Engineer.			
<b>E. Roads and Circulation</b>			
1. Are interior public streets proposed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, has Village and MDOT approved (attach letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Will public streets connect to adjoining properties or future streets?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Are private roads or interior drives proposed? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Will private drives connect to adjoining properties service roads?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Has the Village or MDOT approved curb cuts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, attach approved permit.			

*Section 6. Special Land Use Review Standards*

Indicate how your proposed special land use will respond to each of the following Special Use Permit Conditions as outlined in Section 8609 of the Village of Suttons Bay Zoning Ordinance. Note that the Planning Commission must review each special land use condition in light of these standards and any specific review standards provided in Article VI of the Zoning Ordinance. Your responses to the following items will help the Planning Commission to reach a decision. Attach additional sheets, if necessary.

A Special Land Use shall...

1. It will be in accordance with the general objectives, intent and proposed of the zoning ordinance.  
\_\_\_\_\_  
\_\_\_\_\_
2. It will be in accordance with goals and objectives of the Master Plan.
3. It will be designed, constructed, operated and in harmony with the existing or intended character of the general vicinity and will not change the essential character of the area in which it is proposed  
\_\_\_\_\_  
\_\_\_\_\_
4. It will not be hazardous or disturbing to existing or future uses in the same general vicinity and in the community as a whole.  
\_\_\_\_\_  
\_\_\_\_\_
5. It will be adequately served by essential infrastructure, such as highways, roads, stormwater drainage, refuse disposal, water and sewage facilities.  
\_\_\_\_\_  
\_\_\_\_\_
6. It will not create excessive additional requirements at public cost for infrastructure and will not be detrimental to the economic welfare of the community.  
\_\_\_\_\_  
\_\_\_\_\_
7. Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to persons, property or general welfare by reason of excessive production of traffic, noise, vibration, smoke, fumes, glare or odors.  
\_\_\_\_\_  
\_\_\_\_\_
8. It will ensure that the environment shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and by topographic modifications that result in maximum harmony with adjacent areas.  
\_\_\_\_\_  
\_\_\_\_\_
9. It will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the zoning district  
\_\_\_\_\_  
\_\_\_\_\_
10. The use complies with the general and specific standards of this ordinance, the respective area, and general provisions of this ordinance.

*Approval. If the Planning commission finds that all standards have been met, the permit shall be issued*



## SPECIAL LAND USE APPROVAL APPLICATION INFORMATION SHEET

Please read the following information before completing your application for approval of a special land use.

The Village of Suttons Bay Zoning Ordinance identifies some uses of land that may be appropriate in some districts with careful review and development. These are known as Special Land Uses and they are regulated by the Zoning Ordinance with detailed standards found in 13.

1. **Simultaneous Processing.** All special land uses require approval of both the use itself and the site plan. An application for review of a proposed special land use includes site plan review and approval, as well. Since some owners desire to obtain approval of their special land use before proceeding with engineering or other costly work required for a site plan, in limited circumstances, the Zoning Administrator may recommend a deferral of some required site plan elements until the special land use is approved. Under no circumstances will a land use permit be issued until a complete site plan, fully consistent with the special land use approval and including all required elements, is submitted and approved by the Planning Commission.
2. **General and Specific Standards.** The Zoning Ordinance includes general approval standards for all special land uses and the Planning Commission must review each application for conformance with those standards. In addition, many special land uses must also meet specific review standards structured to address possible impacts that may be generated by the use. These are set forth in Article VI of the Zoning Ordinance and the Zoning Administrator will provide any specific standards for your application.
3. **Pre-submission Meetings.** Pre-submission meetings with the Village Planner are available and encouraged. These meetings can help you structure your application in conformance with the requirements of the Zoning Ordinance. In addition, in some instances, portions of the submittal requirements may not apply to your application and could be omitted, **but only if waived** by the Zoning Administrator or Planner and approved by the Planning Commission. Therefore, these pre-submittal meetings can also make the application process more efficient.
4. **Submission Deadlines.** Please submit your **completed** application no later than **thirty (30) days** prior to the scheduled Planning Commission meeting at which you wish to appear. Along with the application materials, all required fees and escrows must be paid before the Village will begin processing. The Planning Commission meets on the second Wednesday of each month. If you are unsure of the meeting date and/or the deadline for submittal, please contact the Planning and Zoning Office. It is important that your application be complete prior to submittal because incomplete applications may be held off the agenda until all required information is provided.
5. **Processing Timetable.** After a complete special land use approval application is received by the Zoning Administrator it will be forwarded to the Village Planner, the Village Engineer, the Village Attorney and other local, County and/or State review agencies for review and report (if applicable). In addition, the application will be tentatively placed on the Planning Commission agenda for the next meeting scheduled to occur not less than thirty (30) days from the date the application is submitted. If the application is complete a public hearing will be held, if not, at the scheduled Planning Commission meeting, the application will be considered along with any reports or review comments received from staff or agencies. At this meeting, the applicant will be expected to present his/her application and respond to any questions the Planning Commission may ask. In addition, at this meeting, the Planning Commission will schedule a public hearing on the application. Under normal circumstances, the hearing is scheduled for the next monthly meeting of the Planning Commission. A notice of the hearing will be published and mailed to all property taxpayers within three hundred (300) feet of the project site. At the hearing, the applicant will be expected to present his/her application and the Planning Commission will hear comments from any citizen or resident in attendance. Following the hearing, the Planning Commission may approve the application, approve the application with conditions, deny the application or table the application for more information. Following approval by the Planning Commission of the special land use and site plan applications and proper fulfilling of any conditions attached to those approvals, the Zoning Administrator will issue a land use permit.

**Parcel Number:**  
043-828-014-20

**OWNERS ADDRESS:**  
SAS LUTKE LLC

658 S WEST BAY SHORE DR  
SUTTONS BAY, MI 49682

**PROPERTY ADDRESS:**  
650 S WEST-BAY SHORE DR  
SUTTONS BAY, MI 49682

**DATE PRINTED:** 07/08/2021

**2021 LEGAL DESCRIPTION:**

L326 P197 L498 P502/98 L648 P143/02 PRT GOVT LOT 4 COM S 1/4 COR SD SEC TH  
N89 DEG 52' 10" W 1326.81 FT ALG S LN SD SEC TH N 00 DEG 20' 25" E 350.21 FT  
ALG W LN SD GOVT LOT 4 TO POB TH N 00 DEG 20' 25" E 222 FT ALG SD W LN TH N  
46 DEG 56' 23" E 269.15 FT POINT ON SWLY R/W LN M-22 TH SELY 239.84 FT ALG SD  
R/W LN & ARC OF 1707.30 FT RADIUS CURVE TO LEFT CH-S 38 DEG 26' 38" E 239.65  
FT TH S 41 DEG 18' 51" W 290.80 FT TH N 89 DEG 52' 10" W 154.99 FT PARALLEL  
WITH SD S SEC LN TO POB SEC 28 T30N R11W. 1.93 A.

### Section 3.

S.A.S. Lutke LLC, on behalf of Hop Lot Brewing Company, is requesting a special land use permit to operate a small distillery with a tasting room/restaurant, that will be constructed within the existing structure (formerly Urgent Care) located at 650 S. West Bay Shore Dr. Distilled spirits will be produced and packaged in this structure, along with a tasting room that will serve food. Hop Lot Brewing Company LLC, will operate the small distillery and tasting room. Hop Lot Brewing Company LLC, has received local government approval from the Suttons Bay Village Council, and has submitted both state (MLCC) and federal (TTB) paperwork to obtain a Small Distillery License, and Distilled Spirits Plant permit, respectively. The Michigan Liquor Control Commission has already approved the license, pending a final investigation of the structure, and the approval of the Federal Permit.

Emergency service requirements- No additional police services are required for this project. Fire protection needs will be met by Suttons Bay Township Fire Department. The structure will be housing distilled spirits that are flammable. The building will be renovated to meet all local and state building code requirements to produce and store the spirits.

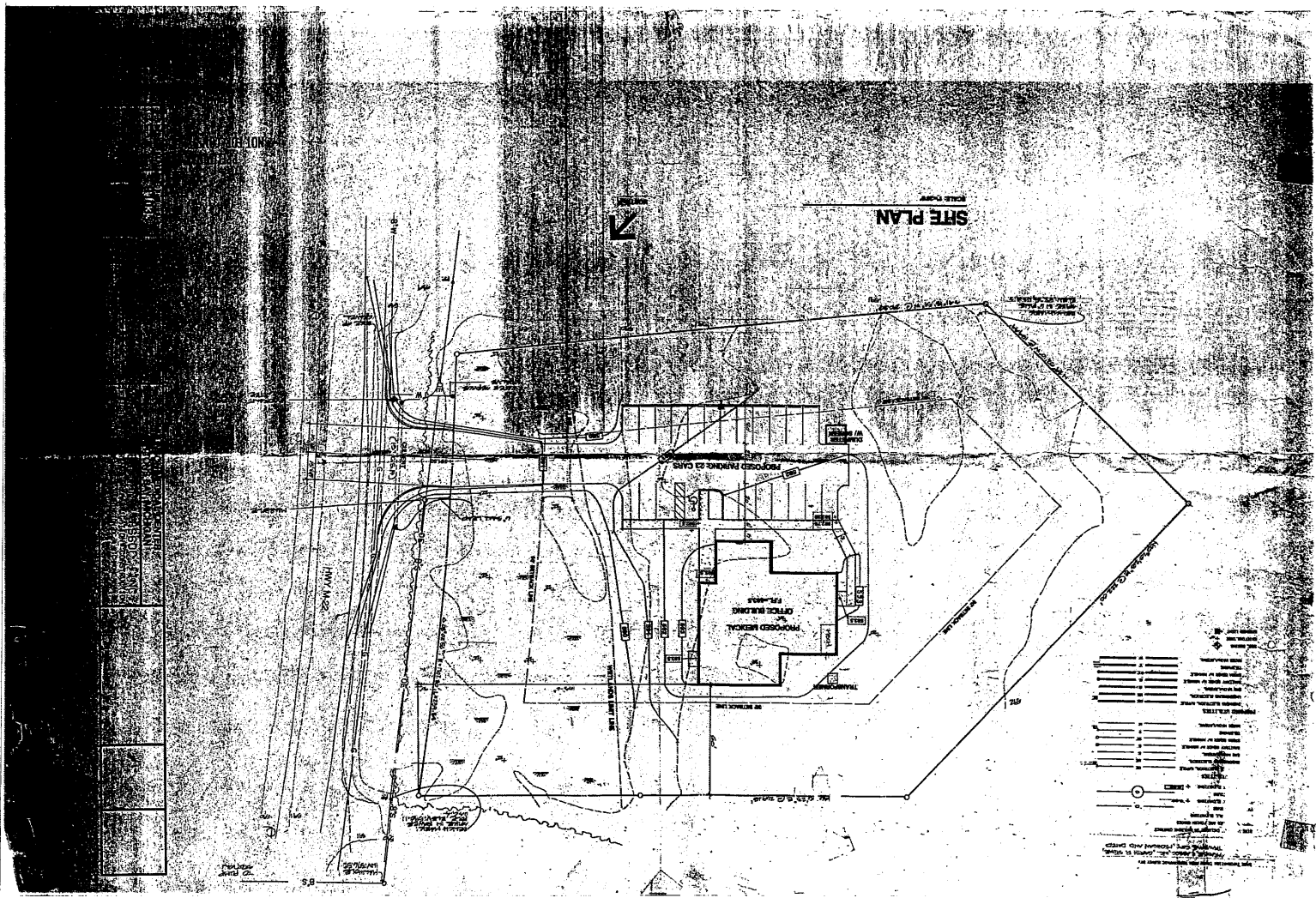
Automobile and truck circulation patterns are expected to continue as is already occurring. Traffic will enter the parking lot from M22. The parking lot and drive is shared with the adjacent property (Hop Lot Brewing Company). Any deliveries to this facility are likely to be scheduled prior to peak traffic times.

Local traffic volumes – Local traffic patterns are expected to continue as is already occurring. Peak hours are expected to be a typical dinner times (5-8)PM. The site is located directly off M22 and on-site parking is available.

### Section 6.

1. Per the ordinance, A small distillery is a permitted use by Special Land Use.
2. The intention of this project is to support continued development of an existing, Suttons Bay Village business. In addition, locally grown agricultural products (apples, corn, grains, cherries) will be used to produce products.
3. The existing building was already approved. The operation of the small distillery is a direct production extension of an existing business located on the adjacent property.
4. Operated properly, a small distillery is not a hazardous use, and will not be disturbing to existing or future uses in the same general vicinity, and in the community as a whole. The operation of the distillery will be an extension of an existing business located on the adjacent property.
5. All existing infrastructure will be used. No additional infrastructure (per item 5) is required.
6. No additional public costs for infrastructure are required. Jobs will be created for the community.
7. We will not be involving uses, activities, processes, materials, and equipment that will be detrimental to persons, property, or general welfare by reason of excessive production of traffic, noise, vibration, smoke, fumes, glare or odors. Production is will take place within the structure. We expect to distill spirits 3-4 days per week, for up to 6 hours at a time. No excessive production of traffic, noise, vibration, smoke, fumes, glare, or odors is expected.
8. We will be using the existing, approved structure on this site. No additional building is being proposed at this time.

9. The special land use that is being requested, benefits an adjacent property, and will not impede the normal and orderly development and improvement of other surrounding properties for uses permitted in the zoning district.
10. A small distillery is a permitted use by special land use permit in the South Gateway Zoning District.



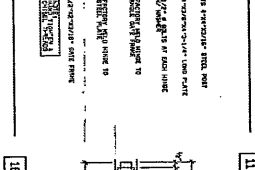
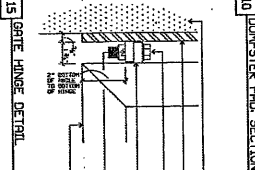
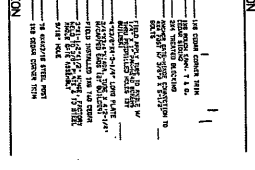
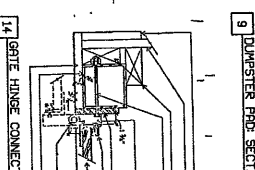
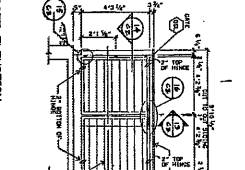
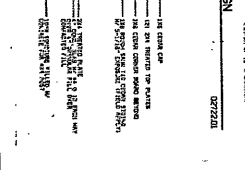
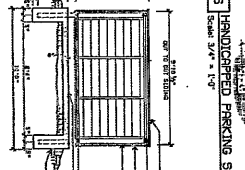
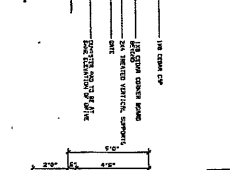
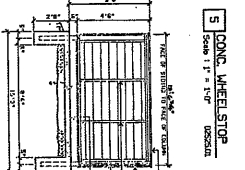
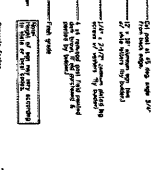
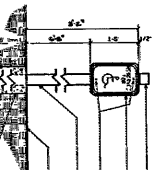
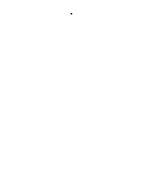
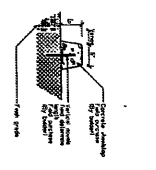
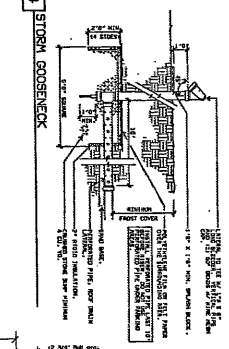
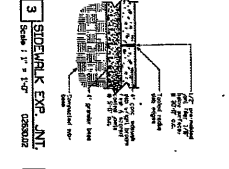
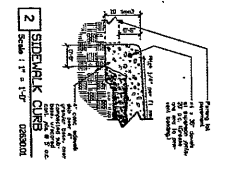
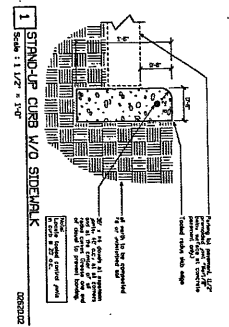
**SITE PLAN**

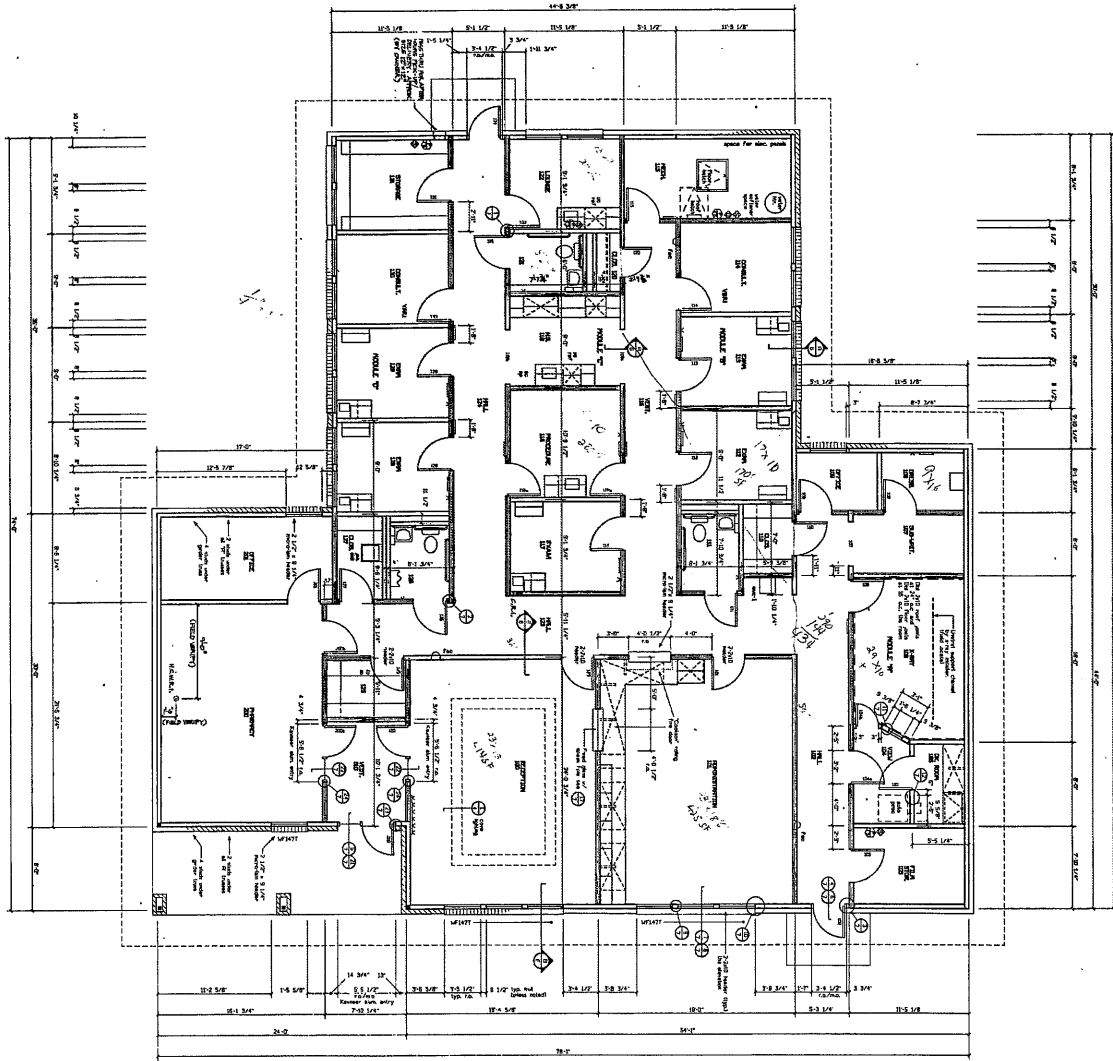


- LEGEND**
- Building Footprint
  - Parking Space
  - Site Boundary
  - Road
  - Railroad
  - Utility Line
  - Elevation Contour
  - Proposed Structure
  - Existing Structure
  - Proposed Parking
  - Existing Parking
  - Proposed Road
  - Existing Road
  - Proposed Railroad
  - Existing Railroad
  - Proposed Utility
  - Existing Utility
  - Proposed Elevation
  - Existing Elevation





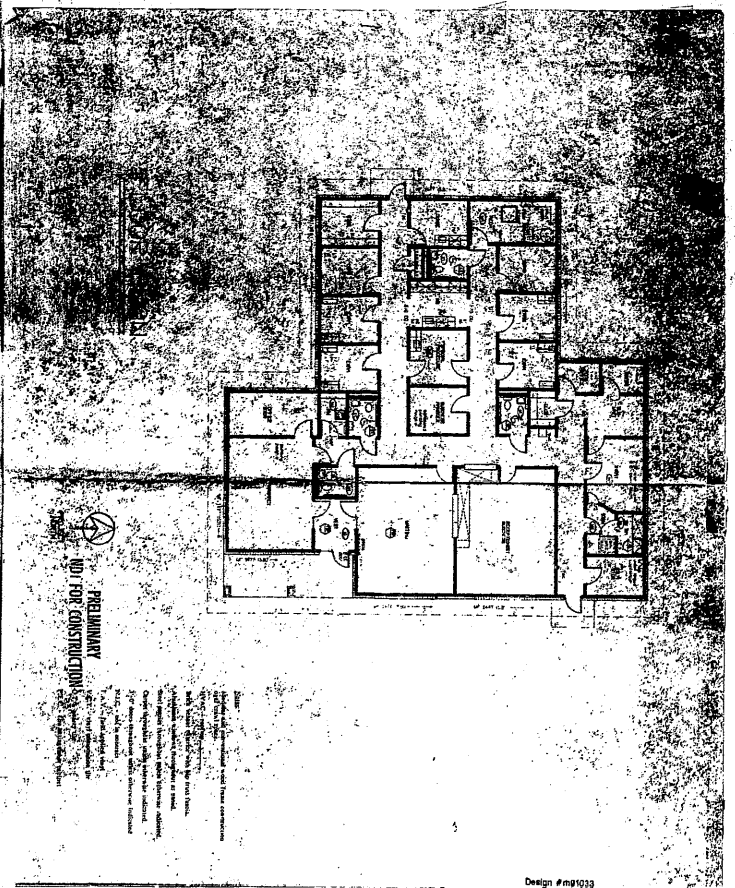




NOTES:

1. ALL DIMENSIONS ARE IN FEET AND INCHES.
2. ALL ROOMS SHALL BE FINISHED TO MATCH ADJACENT ROOMS.
3. ALL WALLS SHALL BE 1/2" GYPSUM BOARD ON STUDS.
4. ALL FLOORS SHALL BE 1/2" GYPSUM BOARD ON JOISTS.
5. ALL CEILING SHALL BE 1/2" GYPSUM BOARD ON SUSPENDED GRID.
6. ALL DOORS SHALL BE 1 3/4" SOLID CORE.
7. ALL WINDOWS SHALL BE 1/2" GLASS ON ALUMINUM FRAME.
8. ALL LIGHT FIXTURES SHALL BE 4' X 4' RECESSED.
9. ALL ELECTRICAL SHALL BE IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE.
10. ALL MECHANICAL SHALL BE IN ACCORDANCE WITH THE INTERNATIONAL MECHANICAL CODE.
11. ALL PLUMBING SHALL BE IN ACCORDANCE WITH THE INTERNATIONAL PLUMBING CODE.
12. ALL FIRE PROTECTION SHALL BE IN ACCORDANCE WITH THE NATIONAL FIRE PROTECTION ASSOCIATION.
13. ALL ACCESSIBILITY SHALL BE IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT.
14. ALL MATERIALS SHALL BE IN ACCORDANCE WITH THE GREEN BUILDING INITIATIVE.
15. ALL FINISHES SHALL BE IN ACCORDANCE WITH THE GREEN BUILDING INITIATIVE.
16. ALL EQUIPMENT SHALL BE IN ACCORDANCE WITH THE GREEN BUILDING INITIATIVE.
17. ALL UTILITIES SHALL BE IN ACCORDANCE WITH THE GREEN BUILDING INITIATIVE.
18. ALL SCHEDULING SHALL BE IN ACCORDANCE WITH THE GREEN BUILDING INITIATIVE.
19. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE GREEN BUILDING INITIATIVE.
20. ALL MAINTENANCE SHALL BE IN ACCORDANCE WITH THE GREEN BUILDING INITIATIVE.

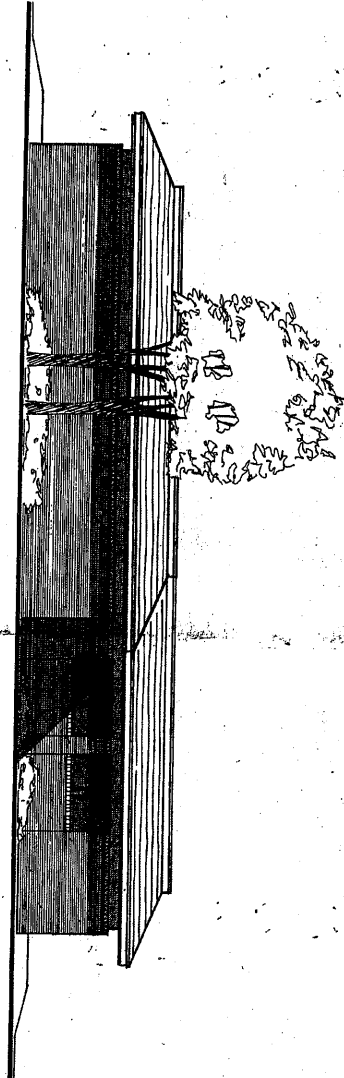
DRAWING NUMBER <b>1</b>	PROJECT NUMBER <b>M3952</b>	FLOOR PLAN	MMC PROPERTIES, INC. SUITONS BAY, MICHIGAN	<b>Marshall Erdman and Associates, Inc.</b> <i>Excellence in the Design and Construction of Ambulatory Health Care Facilities</i> Mettison Hartford Washington, DC Atlanta Dallas Denver	ARCHITECT DAVID W. BRUCHT SEU UNIVERSITY INC. FREDERICK, MD 21786
	DATE <b>8-10-00</b>				



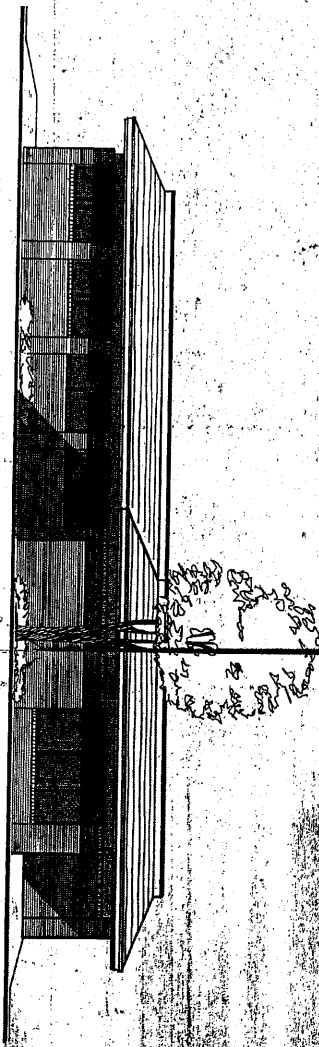
  
PRELIMINARY  
NOT FOR CONSTRUCTION

PROJECT: [illegible]  
DATE: [illegible]  
DRAWN BY: [illegible]  
CHECKED BY: [illegible]  
APPROVED BY: [illegible]

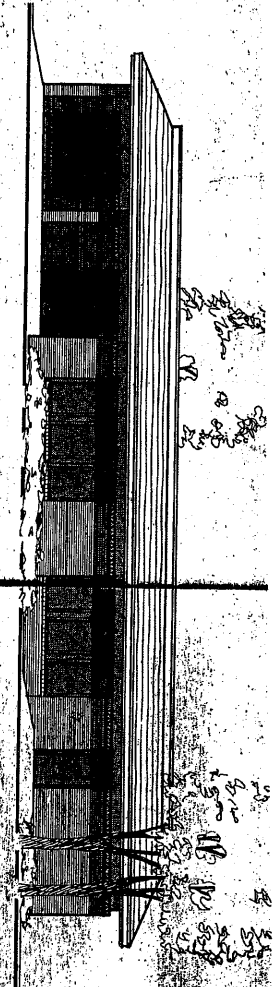
NORTH ELEVATION



SOUTH ELEVATION



EAST ELEVATION

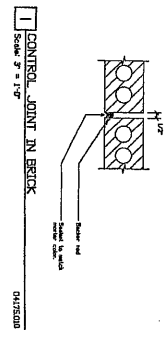
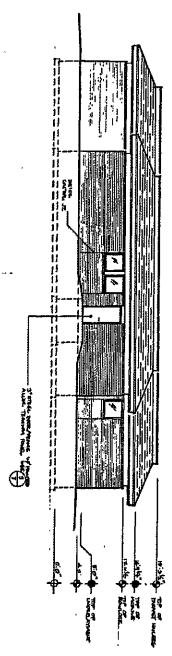
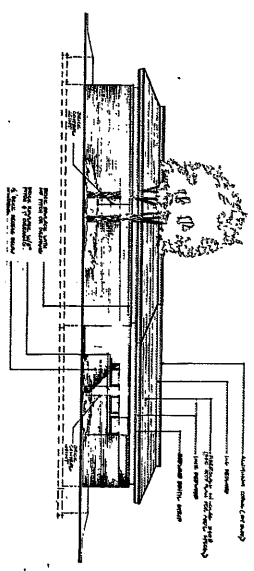
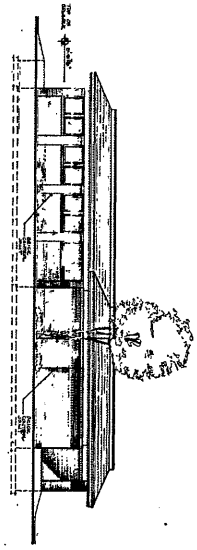
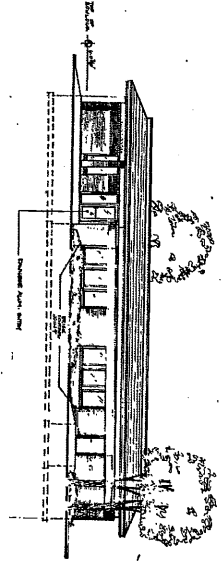


**Marshall Erdman and Associates, Inc.**  
Excellence in the Design and Construction of Ambulatory Health Care Facilities  
Madison Hartford Washington, DC Richmond Atlanta Dallas Denver

**MUNSON MEDICAL CLINIC**  
**SUTTONS BAY, MICHIGAN**

#91033


	Project Number <b>H39552</b>	<b>MMC PROPERTIES, INC.</b> SUTTONS BAY, MICHIGAN	 <b>Marshall Erdman and Associates, Inc.</b> Excellence in the Design and Construction of Ambulatory Health Care Facilities Madison Herndon Washington, DC Atlanta Dallas Denver	<b>DAVID W. BRAUCHT</b> ARCHITECT 517 UNIVERSITY AVE. ANN ARBOR, MI 48106
	Title <b>ELEVATIONS</b>			



NOTES:

1. SEE ARCHITECT'S SPECIFICATIONS FOR MATERIALS AND FINISHES.
2. SEE ARCHITECT'S SPECIFICATIONS FOR WINDOW SCHEDULE.
3. SEE ARCHITECT'S SPECIFICATIONS FOR ROOFING SYSTEM.
4. SEE ARCHITECT'S SPECIFICATIONS FOR EXTERIOR WALL FINISHES.
5. SEE ARCHITECT'S SPECIFICATIONS FOR EXTERIOR DOOR FINISHES.
6. SEE ARCHITECT'S SPECIFICATIONS FOR EXTERIOR LIGHT FIXTURES.
7. SEE ARCHITECT'S SPECIFICATIONS FOR EXTERIOR PLANTING.
8. SEE ARCHITECT'S SPECIFICATIONS FOR EXTERIOR FURNITURE.
9. SEE ARCHITECT'S SPECIFICATIONS FOR EXTERIOR SIGNAGE.
10. SEE ARCHITECT'S SPECIFICATIONS FOR EXTERIOR ACCESSORIES.

To: Village of Suttons Bay Planning Commission

From: Sara Kopriva, AICP

Date: December 3, 2021

**RE: Off-Premise Tasting Rooms**

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Recently the Village has received inquiries about off-premise tasting rooms. The current ordinance does not mention them as a use allowed in any district. The only mention to tasting rooms is in the definition of brewery and micro-brewery. I have personally discussed this with 2 individuals in the last 4 months. Both times it was for properties in the Central Business or North Gateway district and they would like to lease some space to sell bottles of wine but also allow for tasting of their product.

This is off-premise since the wine is produced elsewhere, which could be locally or elsewhere in the State. The State allows for off-premise tasting rooms as a license option. Attached is a document from the State that helps explain the different uses.

At this time, would the Planning Commission like to amend the Ordinance to allow this use in the North Gateway, South Gateway, and Central Business Districts?

Below is the Table of Uses for the Business districts so you can see what other types of uses are allowed. To me, the use of off-premise tasting rooms would be compatible with the other uses allowed in the district.



Table 5-2 Schedule of Uses: Mixed Use Districts					
Use	CB	NG	SG	BV	Specific Conditions
<b>ACCESSORY</b>					
Accessory dwelling		P	P	P	Section 9-2
Accessory building	P	P	P	P	Section 2-3
Accessory sidewalk cafés and sales	SLU	SLU	SLU	SLU	Section 9-3
Home occupation		P	P	P	Section 9-6
Primary caregiver		P	P	P	Section 9-10
<b>ACCOMMODATIONS, HOSPITALITY, ENTERTAINMENT</b>					
Banquet hall	P	SLU	SLU	P	
Bed and breakfast	P	P	P		Section 9-4
Ecotourism	P			P	
Hotel/motel	P			P	
Marina	P			P	
Restaurant	P	SLU	SLU	P	
Restaurant with micro-brewery, small distillery, or small winery	P	SLU	SLU	P	
Restaurant with accessory outdoor cooking, dining and entertainment	SLU	SLU	SLU	P	Section 9-3
Tavern	P				

Table 5-2 Schedule of Uses: Mixed Use Districts					
Use	CB	NG	SG	BV	Specific Conditions
Theater	P				
<b>INDUSTRIAL, MANUFACTURING, ASSEMBLY</b>					
Distillery, small	P	SLU	SLU		
Micro-brewery	P	SLU	SLU		
Winery, small	P	SLU	SLU		
<b>INFRASTRUCTURE, TRANSPORTATION, COMMUNICATIONS</b>					
Essential service	P	P	P	P	Section 2-7
<b>INSTITUTIONAL/CIVIC</b>					
Community oriented cultural facility	P	P	P		
Community public safety	P				
Meeting facility		P	P	P	
Parks, playgrounds, outdoor recreation areas	P			P	
Place of worship	P	P	P	P	
<b>OFFICES AND SERVICES</b>					
Animal services, animal clinic/hospital	P				
Child care center	P	SLU	SLU	P	
General offices and services	P	SLU	SLU	P	
<b>RESIDENTIAL</b>					
Day care (children), family day care home		P	P	P	
Day care (children), group day care home		SLU	SLU	SLU	
Dwellings, multi-family				P	Section 9-7
Dwellings, single-family detached		P	P	P	
Dwellings, two-family		P	P	P	
Dwellings, units on upper floors of buildings with non-residential uses at street level (single or multiple)	P	P	P	P	
Foster care home (adult), adult foster care family home		P	P	P	
Foster family home (children), foster family home		P	P	P	
Home, convalescent or nursing				P	
Housing, independent and assisted living				P	
<b>RETAIL</b>					
General retail (indoor), less than 5,000 SF	P	SLU	SLU	P	
General retail (indoor), 5,000 SF or greater				P	
<b>OTHER</b>					
Similar uses	SLU/ P	SLU/ P	SLU/ P	SLU/ P	Section 3-5



# Manufacturing Premises & Approved Tasting Rooms

(Pursuant to MCL 436.1536 & MCL 436.1537)



## Licensed Manufacturing Premises Only

<b>Brewer</b>	<b>Distiller (Manufacturer of Spirits)</b>
<b>Micro Brewer</b>	<b>Small Distiller</b>
<b>Wine Maker</b>	<b>Brandy Manufacturer</b>
<b>Small Wine Maker</b>	<b>Manufacturer of Mixed Spirit Drink</b>

- Manufacturing Only - No Retail Sales
- No Local Approval Required For Commission Approval
- No Liquor Liability Insurance Required
- No Server Training Required

## Licensed Manufacturing Premises + On-Premises Tasting Room Permit



<b>Brewer</b>	<b>Distiller (Manufacturer of Spirits)</b>
<b>Micro Brewer</b>	<b>Small Distiller</b>
<b>Wine Maker</b>	<b>Brandy Manufacturer</b>
<b>Small Wine Maker</b>	<b>Manufacturer of Mixed Spirit Drink</b>

- Manufacturing And Retail Sales On The Premises
- Requires On-Premises Tasting Room Permit
- Local Approval Required Prior To Commission Approval
- Liquor Liability Insurance Required
- Server Training Required
- May Sell And Serve Drinks By The Glass
- May Give Away Samples For Consumption On The Premises
- May Sell Products For Consumption Off The Premises
- May Sell And Serve Food On The Premises

## Off-Premises Tasting Room License At A Location Off The Manufacturing Premises



**Up To 5 Locations =  
Drinks By The Glass**

**Unlimited Locations =  
Samples Only**

<b>Wine Maker</b>	<b>Distiller (Manufacturer of Spirits)</b>
<b>Small Wine Maker</b>	<b>Brandy Manufacturer</b>
<b>Small Distiller</b>	<b>Manufacturer of Mixed Spirit Drink*</b>

- Retail Sales Only Off The Manufacturing Premises
- Requires Off-Premises Tasting Room License
- Local Approval Required Prior To Commission Approval
- Liquor Liability Insurance Required
- Server Training Required
- May Sell And Serve Drinks By The Glass At Up To 5 Locations
- May Sell Or Give Away Samples For Consumption On The Premises At An Unlimited Number Of Locations:
  - Spirit And Brandy Samples Limited To 1/2 Ounce Per Sample
  - Wine And Mixed Spirit Drink\* Samples Limited To 3 Ounces Per Sample
- May Sell Products For Consumption Off The Premises
- May Sell And Serve Food On The Premises

\*A Manufacturer of Mixed Spirit Drink licensee may only sell mixed spirit drink products at an Off-Premises Tasting Room licensed location if it is also licensed with a Distiller or Small Distiller license.



**Questions? Contact the Michigan Liquor Control Commission**  
**Toll-Free: 866-813-0011 • [www.michigan.gov/lcc](http://www.michigan.gov/lcc)**



2022 MEETING SCHEDULE  
FOR THE  
VILLAGE OF SUTTONS BAY

PLANNING COMMISSION		
January	12	5:00 P.M.
February	9	5:00 P.M.
March	9	5:00 P.M.
April	13	5:00 P.M.
May	11	5:00 P.M.
June	8	5:00 P.M.
July	13	5:00 P.M.
August	10	5:00 P.M.
September	14	5:00 P.M.
October	12	5:00 P.M.
November	9	5:00 P.M.
December	14	5:00 P.M.

DDA		
January	12	9:00am
April	13	9:00am
September	14	9:00am
November	9	9:00am
Quarterly		

VILLAGE COUNCIL		
January	*18	5:30 P.M.
February	*22	5:30 P.M.
March	21	5:30 P.M.
April	18	5:30 P.M.
May	16	5:30 P.M.
June	20	5:30 P.M.
July	18	5:30 P.M.
August	15	5:30 P.M.
September	19	5:30 P.M.
October	17	5:30 P.M.
November	21	5:30 P.M.
December	19	5:30 P.M.

ZBA		
January	19	5:30 P.M.
February	16	5:30 P.M.
March	16	5:30 P.M.
April	20	5:30 P.M.
May	18	5:30 P.M.
June	15	5:30 P.M.
July	20	5:30 P.M.
August	17	5:30 P.M.
September	21	5:30 P.M.
October	19	5:30 P.M.
November	16	5:30 P.M.
December	21	5:30 P.M.

\* Tuesday following Holiday

UTILITY / MARINA		
Monday		
February	7	8:10 a.m.
March	7	8:10 a.m.
May	2	8:10 a.m.
June	6	8:10 a.m.
August	1	8:10 a.m.
October	3	8:10 a.m.
November	7	8:10 a.m.

GENERAL SERVICE COMMITTEE		
Tuesday		
February	2	8:10 a.m.
March	2	8:10 a.m.
May	3	8:10a.m.
June	7	8:10 a.m.
August	2	8:10 a.m.
October	4	8:10 a.m.
November	8	8:10 a.m.

ADMIN / PERSONNEL		
Wednesday		
February	3	8:10 a.m.
March	3	8:10 a.m.
May	4	8:10 a.m.
June	8	8:10 a.m.
August	3	8:10 a.m.
October	5	8:10 a.m.
November	7	8:10 a.m.

COMMITTEE OF THE WHOLE- Tuesday		
January	4	8:10 a.m.
April	5	8:10 a.m.
July	5	(If needed)
September	6	8:10 a.m.
December	6	8:10 a.m.