



VILLAGE OF SUTTONS BAY
Village Council Regular Meeting
420 N. Front Street, Suttons Bay, MI 49682
Monday July 20, 2026, 5:30 p.m.

Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
 - a. Approval of June 15, 2026 regular and June 26, 2026 special meeting minutes
 - b. Payment of Invoices
 - c. Planning Commission Annual Report
 - d. 2025 FYE Audit
4. Agenda Approval
5. Public Comment / Communication (please limit to no more than three (3) minutes)
6. Unfinished Business
7. New Business
 - a. Report VSB-2026-16 Public Hearing Marina Ordinance
 - b. Report VSB-2026-11 Marina Slip Rental Policy
 - c. Report VSB-2026-17 Public Bathrooms & Boating Service Contract
 - d. Report VSB-2026-18 Managers Update
8. Special Committee Reports/Staff Reports
9. Good of the Order (Council Member Comments)
10. Public Comment (please limit to no more than three (3) minutes)
11. 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 suttonsbay@suttonsbayvillage.org as soon as possible.



VILLAGE OF SUTTONS BAY
420 N FRONT STREET, SUTTONS BAY, MI 49682
VILLAGE COUNCIL
MEETING MINUTES OF JUNE 15, 2026

The meeting was called to order at 5:30 p.m. by President Pro Tem Christensen.

Present: Bahle, Christensen, Perkins, Smith, & Yoder

Absent: Lutke Suppes,

Staff present: Larrea & Aylsworth

Guests: 3

Consent Agenda

Yoder moved, Bahle seconded, CARRIED, to approve the consent agenda as presented. The May 18, 2026 Village Council meeting minutes are approved. The payments for invoices are approved. Ayes: 5 No: 0. Absent-2

Conflict of Interest: None

Agenda approval

Perkins asked that Leo Creek Culvert Discussion be added to the agenda. Discussion ensued regarding placing this on the General Service committee.

Perkins moved, Bahle seconded to move discussion regarding the Leo Creek culverts to the next General Service Committee meeting CARRIED and to approve the agenda as amended.

Ayes: 4 No: 1. Absent 2

Public comment/Communications: K. Eike spoke regarding speed on S Shore Drive; sidewalk in Sutton Park; spray from sprinklers encroaching on the sidewalks; snow removal on sidewalks.

New Business:

Report VSB-2026-09 Dedicated Parking

Larrea stated that the Administrative committee is recommending that two dedicated parking signs be placed for staff at the Village office. Perkins suggested using a cone with a sign to save the parking space. Bahle moved, Smith seconded to place two signs reserving two (2) parking spaces with identified office hours on the signs. Ayes: 4 No: 1. Absent 2

Report VSB 2026-10 Marina Ordinance

Larrea stated that the Utilities/Marina Committee review and is recommending that the Marina Ordinance be adopted. Yoder moved, Bahle seconded. It was noted that a public hearing will need to be scheduled prior to the adoption of the Ordinance. Yoder moved to amend the previous motion, seconded by Smith to take the Marina Ordinance to public hearing at the next meeting July 20, 2026. Ayes: 5 No: 0. Absent 2

Staff Reports: Larrea stated soil samples have been taken for the dredging project. The Invasive Species Network was onsite to identify invasive species located at the water wheel park stream. The fishing pier has been completed. Bid openings occurred for the Bathroom project in which 6 bids were received. Larrea stated a special meeting will need to be scheduled to accept the bid. The goal is to begin in July and have it enclosed before winter.

Planning Commission Report: No report.

Good of the Order: Smith referenced Housing North and the avenues for affordable housing such as forgiving property tax. She would like more discussion on this. She also noted that the tourist season has begun and traffic has increased on S Shore as well as increased speed.

Public Comment- Chava Bahle stated that it is a busy time for the Village and thanks all that help out.

The meeting was adjourned at 5:55p.m.

Meeting notes taken by Edie Aylsworth
Minutes prepared by Dorothy Petroskey, Village Clerk.



VILLAGE OF SUTTONS BAY
420 N FRONT STREET, SUTTONS BAY, MI 49682
VILLAGE COUNCIL
SPECIAL MEETING MINUTES OF JUNE 26, 2026

The meeting was called to order at 8:00 a.m. by President Lutke.

Present: Bahle, Christensen, Perkins, Smith, Lutke, Suppes & Yoder

Absent: 0

Staff present: Larrea & Aylsworth

Guests: 0

Agenda approval

Lutke moved, Suppes seconded CARRIED and to approve the agenda as presented.

Ayes: 7 No: 0. Absent 0

Public comment/Communications: None

New Business:

Resolution 2 of 2026 to Fund Public Building and Boater Service Project #WW24-0008

Larrea explained that the sealed bids for the project were opened on June 10, 2026 at 2:00 p.m. Six (6) contractors bid on the project. The lowest bid was received from Eckler Building Solutions in the amount of \$1,325,000.00. Larrea noted it was a lot higher than we were originally told. Larrea also noted that if costs could be reduced in areas staff will certainly look into it. Lutke asked the council members their thoughts. Consensus was it was time to move forward with a new facility. Larrea stated they would begin looking for additional financing.

Moved by Lutke, support by Christensen CARRIED to adopt Resolution 2 of 2026 and hereby agrees by way of the Village of Suttons Bay Marina and Downtown Development Authority to fund the public building and Boater Service Project and therefore accepts the low bid of \$1,325,000 to construct said structure. Roll Call Vote: Bahle-Yes, Christensen-Yes, Lutke-Yes, Perkins-Yes, Smith-Yes, Suppes-Yes & Yoder. 7-0

Public Comment- None.

The meeting was adjourned at 8:08 a.m.

Minutes prepared by Dorothy Petroskey, Village Clerk.

07/15/2026 01:23 PM

CHECK REGISTER FOR VILLAGE OF SUTTONS BAY

Page: 1/2

User: DOROTHY

CHECK DATE FROM 06/12/2026 - 07/15/2026

DB: Suttons Bay

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
06/17/2026	19979(E)	CHERRYLAND ELECTRIC	1522 RICHTER	247.60
06/17/2026	19980(E)	DTE ENERGY	MULTIPLE INVOICES-UTILITIES GAS JUNE 2026	991.32
06/17/2026	19981(E)	AMAZON	CLUTCH XMARK FITTINGS	149.95
06/17/2026	19982(E)	AMAZON	TREE WATERING BAGS	99.99
06/17/2026	19983(E)	CHARTER COMMUNICATIONS	146 S SHORE DR	212.27
06/17/2026	19984(E)	FIFTH THIRD BANK	BANK FEES JUNE 2026	585.29
06/17/2026	19985(E)	BOND FLUIDAIRE	FITTINGS FOR LOADER 524	168.91
06/17/2026	19986(E)	MICHIGAN DEPARTMENT OF TREASURY	UNCLAIMED PROPERTY-	303.24
06/17/2026	48299	45TH PARALLEL MARINE INC.	COAL DOCK PIER REPAIR FINAL	21,993.00
06/17/2026	48300	ABONMARCHE CONSULTANTS, INC	A DOCK PHASE I	13,252.50
06/17/2026	48301	AIRGAS USA, LLC	MONTHLY CYLINDER RENTAL MAY 2026	78.11
06/17/2026	48302	ANITA ABBOTT	MARINA REFUND MAIN TO COAL DOCK	275.00
06/17/2026	48303	OHearn PEST CONTROL	GENERAL APPLICATION	325.00
06/17/2026	48304	NUTRIEN AG SOLUTIONS	SUPPLIES	25.03
06/17/2026	48305	MR CLEAN	PROFESSIONAL CLEANING APRIL 2026	340.00
06/22/2026	20003(E)	BLUE WATER SOLUTIONS	(6) METERS/(10) ENDPOINTS	4,530.13
06/25/2026	19987(E)	CONSUMERS ENERGY	MULTIPLE JUNE 2026 ACCOUNTS	5,163.07
06/25/2026	19988(E)	AMAZON	HANDICAP PARKING SIGNS	29.99
06/25/2026	19989(E)	AMAZON	TONER CARTRIDE 4 PK	79.93
06/25/2026	19989(E)	BRIGHTSPEED	TELEPHONE SERVICE-MULTIPLE JUNE 2026	384.16
06/25/2026	19990(E)	BRIGHTSPEED	TELEPHONE SERVICE1522 RICHTER JUNE 2026	227.37
06/25/2026	19991(E)	PITNEY BOWES	2ND QRT LEASE AGREEMENT	179.46
06/25/2026	19992(E)	TAXI099	FILING FEE QUARTERLY REPORT	5.24
06/25/2026	19993(E)	CHARTER COMMUNICATIONS-NATL	ACCT# 103479401 JUNE 2026	130.00
06/26/2026	48307	BRAMER AUTO SUPPLY	TRANSMISSION FLUID	15.94
06/26/2026	48308	BAYSHORE OIL & PROPANE	1560 GALS REC 90 @ 4.58 + TAXES	8,247.72
06/26/2026	48309	BRITTANY MECHANICAL	REPAIR MAINTENANCE WATER SERVICE/AC	985.00
06/26/2026	48310	DAVID MILLER	MILLER MMEA CONF BOYNE FALLS MILEAGE	733.29
06/26/2026	48311	GEI CONSULTANTS	SUTTONS BAY COAL DOCK STABILIZATION	2,522.35
06/26/2026	48312	MICHIGAN MUNICIPAL LEAGUE	UIA EMPLOYER NO. 801-119 2ND QTR	10.15
06/26/2026	48313	NETLINK BUSINESS SOLUTIONS	3 MO MAINTENANCE AGREEMENT	336.55
06/26/2026	48314	SECURITY SANITATION, INC	WW PARK PORTA JOHN	130.00
06/26/2026	48315	BLUE WATER SOLUTIONS	14 METERS	6,577.10
06/26/2026	48316	SOS ANALYTICAL	ANNUAL WELL TESTING	2,594.00
06/26/2026	48317	STANDARD INSURANCE COMPANY	642946 0117 JULY 2026 PREMIUM	511.22
06/30/2026	19994(E)	ADOBE	MNGR SOFTWARE	21.19
06/30/2026	19995(E)	AMAZON	MARINA MOPS	31.98
06/30/2026	19996(E)	AMAZON	SLOW MOVING VEHICLE SIGN	9.59
06/30/2026	19997(E)	AMAZON	EXTENSION CABLE USB	8.99
06/30/2026	19998(E)	AMAZON	420 FRONT STREET	159.99
06/30/2026	19999(E)	CHARTER COMMUNICATIONS	665 N FRONT STREET	119.99
06/30/2026	20000(E)	CHARTER COMMUNICATIONS	ID# 46597-001 PREMIUM JULY 2026	669.68
06/30/2026	20001(E)	MICHIGAN RETAILERS SERVICES	326 FRONT MARINA WASTE-PARTIAL	285.67
06/30/2026	20002(E)	GFL ENVIRONMENTAL	COPIER LEASE	83.79
06/30/2026	48318	WELLS FARGO FINANCIAL LEASING	4X4 RADIUS WALKWAY, FOUNTAIN PAD, STAMPE	5,122.00
07/02/2026	48319	OUTSIDE EDGE CONCRETE CONSTRUCTION	MARINA PLAY EQUIPMENT REPAIR	18.48
07/07/2026	48320	BRAMER AUTO SUPPLY	DAWN DISH SOAP SHOP	9.38
07/07/2026	48321	DC COLLECTIVE GROCER	EVEVELOPES	294.40
07/07/2026	48322	LEELANAU ENTERPRISE	SUTTONS BAY MARINA COMFORT STATION	9,500.00
07/07/2026	48323	ABONMARCHE CONSULTANTS, INC	A101 CONTRACT REVIEW	475.00
07/07/2026	48324	ALWARD FISHER	PHONE SERVICE JULY 2026	249.50
07/07/2026	48325	BAYSHORE OIL & PROPANE	1245 GAL REC 90 @4.58 + TAXES	22,730.41
07/07/2026	48326	GOOD NATURE GARDENS, INC	GARDEN MAINTENANCE	169.00
07/07/2026	48327	KSS ENTERPRISES	SCOTT TOILET PAPER PARKS	969.55
07/07/2026	48328	GT RUBBER SUPPLY, INC	HOSES/CAMLOCK/LABOR	261.44
07/07/2026	48329	HYDROCORP, LLC	CCCP B8940000	870.49
07/07/2026	48330	INTEGRITY SOFTWARE SYSTEMS	TECH SUPPORT	706.25

07/15/2026 01:23 PM
User: DOROTHY
DB: Suttons Bay

CHECK REGISTER FOR VILLAGE OF SUTTONS BAY
CHECK DATE FROM 06/12/2026 - 07/15/2026

Check Date	Check	Vendor Name	Description	Amount
07/07/2026	48331	LAND INFORMATION ASSESS ASSOC	LEGACY HOSTING	90.00
07/07/2026	48332	MICHIGAN PIPE & VALVE	BUFF BOX/VALVE RISER	872.00
07/07/2026	48333	IACOURSE, PHIL	UB refund for account: RICH-000947-0000-	335.59
07/07/2026	48334	OLSON & HOWARD, P.C.	LEGAL MATTERS	928.00
07/07/2026	48335	DOROTHY PETROSKEY	OFFICE SUPPLIES	39.96
07/07/2026	48336	SECURITY SANITATION, INC	WM PARK PORTA JOHN	1,090.77
07/07/2026	48337	SERRA AUTOMOTIVE	PANEL FOR 1-TON GMC	685.96
07/07/2026	48338	SOS ANALYTICAL	ROUTINE TESTING	175.00
07/07/2026	48339	SUMMIT COMPANIES	ANNUAL FIRE EXTINGUISHER INSPECTION	1,068.48
07/07/2026	48340	VREDEVELD HAEFNER LLC	F65/ACT 51 REPORTS	1,300.00
07/09/2026	20004(E)	CONSUMERS ENERGY	MULTIPLE INVOICES JULY 2026	5,548.33
07/09/2026	20005(E)	ADOBE	ANNUAL OFFICE ADOBE JULY THRU JUNE 2027	239.88
07/09/2026	20006(E)	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS JULY 2026	514.63
07/09/2026	20007(E)	BARN OWL TECH	DATA BWB/WELL	33.86
07/09/2026	20008(E)	CHARTER COMMUNICATIONS	326 FRONT STREET JULY	140.00
07/09/2026	20009(E)	GFL ENVIRONMENTAL	1520 RICHTER RD JUNE 2026	372.02
07/09/2026	20010(E)	PRIORITY HEALTH	GROUP 784340 2026 JULY PREMIUM	12,360.03
07/14/2026	20011(E)	VISION SERVICE PLAN	ACCT# 30 017164 001 JULY 2026 PREMIUM	221.49
07/14/2026	48341	BRAMER AUTO SUPPLY	AIR FILTER/JD LOADER	116.04
07/14/2026	48342	NORTHERN BUILDING SUPPLY, LLC	MULTIPLE INVOICES JUNE 2026	144.62
07/14/2026	48343	AIRGAS USA, LLC	CYLINDER RENTAL JUNE 2026	588.91
07/14/2026	48344	BAYSHORE OIL & PROPANE	1350 GALS REC 90 @ 4.65 + TAXES	19,909.45
07/14/2026	48345	JOHN E GREEN COMPANY	ANNUAL BACKFLOW TESTING	600.00
07/14/2026	48346	KAL EXCAVATING CO	WATER CONNECTION TO EXISTING DRAIN SUTTO	6,760.36
07/14/2026	48347	PEARLESS MIDWEST INC.	WELL CLEAN AND TREAT	31,140.00
07/14/2026	48348	PURE WATER WORKS	WATER/DELIVERY/FUEL	156.00
07/15/2026	20012(E)	CHEERYLAND ELECTRIC	1522 RICHTER JULY 2026	190.20
07/15/2026	20013(E)	DTE ENERGY	MUTIPLE JULY 2026	681.44
07/15/2026	20014(E)	AMAZON	DOG WASTE BAGS MARINA	149.99
07/15/2026	20015(E)	CHARTER COMMUNICATIONS	146 S SHORE JULY 2026	212.27
07/15/2026	20016(E)	FIFTH THIRD BANK	BANK FEES JULY	615.11
07/15/2026	20017(E)	GFL ENVIRONMENTAL	GFL PARTIAL ACCT#100204381	167.12
07/15/2026	20018(E)	PLANT MASTERS	10 CU YD HARDWOOD MULCH	379.90
07/15/2026	20019(E)	SMART SIGN	PARKING SIGNS	92.35

GEN TOTALS:

Total of 91 Checks:
Less 0 Void Checks:
Total of 91 Disbursements:

203,126.41
0.00
203,126.41

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2026-15	
Prepared:	February 26, 2026	Pages:	1 of 2
Meeting:	Planning Commission June 17, 2026	Attachments:	☐
Subject:	PC 2025 Annual Report		

Introduction

This 2025 annual Planning Report was prepared pursuant to the requirements of Section 19(2) of the Michigan Planning Enabling Act, which states:

"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

This report is intended to serve as the Planning Commission's report to the Village Council.

Planning Consultant

The firm of Beckett & Raeder, with consultant Sara Kopriva worked with the planning commission focusing on zoning amendments with 1 new site plans or special use permit applications filed this year.

Zoning Administration

13 Land Use Permits were issued this year. Steve Patmore has assisted at Planning Commission and zoning board of appeals meetings.

Planning Commission

The Planning Commission met on the third Wednesday of each month in 2025 when business required. The planning commission is responsible for reviewing development applications, preparing plans, and advising the Village Council on development matters and zoning amendments.

Village Zoning Ordinance

The Village Zoning Ordinance was adopted in 2018; however, as is customary, a couple of public hearings were held for zoning amendments, some of which were adopted this year. The following Sections to the Village of Suttons Bay Zoning Ordinance were amended in 2025:

The Village Council, at their February 2025 meeting, adopted the following language at their February meeting.

Section 5-3 Spatial Requirements

Table 5-3 to change the minimum stories in the BV District from 1.5 to 1.0 minimum and 2.5 maximum.

Section 9-13 Wireless Communication to add the following section:

B. **Applicability.** Pursuant to Section 3514 of P.A. 110 of 2006, as amended, wireless communications equipment is a permitted use of property with a zoning permit and is not subject to Special Land Use approval or any other approval if the following requirements are met:

1. The wireless communications equipment will be collocated on an existing wireless communications support structure or in an existing equipment compound.
2. The existing wireless communications support structure or existing equipment compound is in compliance with this ordinance or was officially approved by the Zoning Administrator or Planning Commission.
3. The proposed collocation will not do any of the following:
 - i. Increase the overall height of the wireless communications support structure by more than 20 feet or 10% of its original height, whichever is greater. Increase the width of the wireless communications support structure by more than the minimum necessary to permit collocation.
 - ii. Increase the area of the existing equipment compound to greater than 2,500 square feet.
 - iii. The proposed collocation complies with the terms and conditions of any previous final approval of the wireless communications support structure or equipment compound by the Zoning Administrator or Planning Commission.

Wireless communications equipment that meets the requirements of subsection 1(a) and (b) but does not meet the requirements of subsection 1(c) is a permitted use of property if it receives special land use approval.

In June of 2025 the Village Council adopted the following language as presented:

To Amend Section 2-14 Setbacks, Yards, Lots, and Parcels:

TO REPLACE the Definition of Setback in its entirety to read as follows:

- A. *Setbacks.* No buildings may be placed within the minimum required horizontal distance measured from the lot lines per the applicable zoning district. Front yard setbacks are measured from the *right-of-way or easement*, side yard setbacks are measured from side lot lines and rear yard setbacks are measured from rear lot lines.

To Replace the language of Section 9-14 Prohibition on Marihuana Establishments and Facilities in its entirety to read as follows:

Section 9-14 Prohibition on Marihuana Establishments and Facilities.

- A. Marihuana facilities are prohibited within the boundaries of the Village of Suttons Bay.

To Amend Section 10-3 Required Off-Street Parking Subsection B to read as follows:

Section 10-3 Required Off-Street Parking

- B. *On-Street Parking Exemption.* For commercial and mixed-use buildings in the Mixed Use Districts, on-street parking spaces along the front property line shall be counted toward the number of parking spaces required for the use in that building (except where there are driveway curb cuts). residential use

To Amend Table 10-3 Parking Requirements by Zoning District as follows:

- TO ADD to the **CB Central Business:** /Bed& Breakfast to read as follows: Residential/Hotel: One (1) parking space for each dwelling or hotel room.
- TO ADD the following language to **NG North Gateway:**
- TO ADD to following language to the **SG South Gateway:** /Bed& Breakfast to read as follows:

Residential/Hotel: One (1) parking space for each dwelling or hotel room.

To Amend Section 20-11 Definitions: S-T

TO ADD the following language to the definition of Setback: to read in its entirety as follows:

SETBACK means the minimum required horizontal distance measured from the lot lines to a building as designated by the applicable zoning district, or a structure, as applicable elsewhere in the ordinance.

To Amend Section 18-3 Zoning Ordinance Amendments- Section A Initiation

TO REPLACE the language in its entirety to read as follows:

- A. Initiation. Zoning text amendments may be initiated by the Village Council, the Planning Commission, or Village Staff.

The amendment will also amend all following sections B-J to C-M.

Special Land Use Permits/Site Plan Review

An application for a site plan review for Inland Seas Association was received. The application was approved with conditions. One of the conditions was to receive an interpretation and/or variance from the Zoning Board of Appeals.

Master Plan

The Planning Commission was tasked with reviewing the goals/action items and to determine which items were doable in the next year in order to streamline the review process. A list was compiled breaking down the priorities into 1, 3 and 5 years which you will find attached.

Zoning Board of Appeals

The zoning board of appeals met four (4) times last year.

Conclusion

There are many projects on the horizon and 2026 is expected to bring a number of Stie Plans and Special Uses to come before the planning commission

June 2026

Village of Suttons Bay Master Plan Action Items

Completed in 2025	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.).	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.*	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.*	High	1-3	Reviewed, No Changes Proposed

In Progress	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.*	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*	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

		VILLAGE OF SUTTONS BAY REPORT VSB -2026-16	
Prepared:	July 15, 2026	Pages:	1 of 1
Meeting:	June 20, 2026	Attachments:	☒
Subject:	Marina Ordinance # 30		

PURPOSE

To hear public comment on **Marina Ordinance #30**.

BACKGROUND

The re-drafted Marina Ordinance was presented to the Utility / Marina Committee on May 18, 2026 and ultimately referred to the Village Council for consideration at their June 15, 2026 regular scheduled meeting. Following discussion, the Village Council set a public hearing for June 20, 2026.

STAFF COMMENT

The Marina Ordinance has served its purpose over the years; however, it was time for the Ordinance to be updated and reformatted to a more user-friendly format.

For the most part, the language remains similar to our current Ordinance, however, there were a few modifications that were required to be addressed to ensure we remain legally current. In brief, we modified the following:

1. Format. We have reformatted the Ordinance to add proper structure and make it more readable.
2. Harbormaster. The current Ordinance is antiquated and places unreasonable responsibility on the Harbormaster, rather than the applicant. This has been updated.
3. Procedure. The procedure to obtain a license or be eligible for a license has been updated for clarity and fairness.
4. Conduct. This ordinance requires orderly conduct to be eligible for future licenses and also states that the verbal abuse of our Staff or misconduct will cause future license ineligibility.

ACTION REQUESTED

Following discussion and public comment, if the Village Council is satisfied with the Ordinance as presented, a motion for consideration has been provided below. However, if you would like further discussion and/or delay of the motion, then the motion below would be premature.

MOTION THAT the Village Council adopt Marina Ordinance Number 30 for the reasons described in Report VSB-2026-16 and being made a part of this motion. **(Roll Call)**

Please Note; The adoption of Marina Ordinance Number 30, will repeal and replace Marina Ordinance Number 21 and all previous Marina Ordinances.

VILLAGE OF SUTTONS BAY
MARINA ORDINANCE
Ordinance No. 30

AN ORDINANCE TO PROVIDE RULES, REGULATIONS AND PROCEDURES FOR THE OPERATION OF THE VILLAGE-OWNED MARINA AND MARINA PROPERTY; TO PROHIBIT THE MULTI-TENANT USE OF SLIPS; TRANSFER OF LICENSES, COMMERCIAL USE OF THE MARINA AND COMMERCIAL REGISTRATION OF VESSELS; TO PROVIDE FOR ORDERLY MARINA CONDUCT; TO ENSURE THE PUBLIC HEALTH, SAFETY AND WELFARE; TO PROVIDE ENFORCEMENT REGULATIONS.

SECTION 1 - DEFINITIONS

The following terms, as used in this Ordinance, are hereby defined to have the following meanings. All other terms shall have their regular dictionary meanings or as defined in other governing regulations.

Commercial Purpose- Any practice involving a vessel, slip, or use of the Marina or Village property from which the Licensee receives consideration or payment of any kind including but not limited to recreational and private charters, transportation of persons or goods, leasing or renting the vessel, or advertising.

Day Use - means an hourly slip license, not to exceed 24 hours.

Dinghy- is a human powered or outboard powered watercraft, less than 12' in length.

Harbormaster- means the person in day-to-day charge of the operations of the Marina acting on behalf of the Village.

Licensee- means the user assigned to a slip and said user can be a person, trust, LLC, or corporation.

Marina - Any building or property owned or operated by the Village for the purposes of activities associated with the harbor, marina services, and waters (Liber 1156 Page 726).

Marine Grade Electric Cord- means twist to lock with marine grade connector with water proof seal.

Power- a vessel navigated by mechanical or electric energy.

Registered Vessel- A Vessel that the Harbormaster has approved as part of a Licensee's License and assigned a slip.

Sail- a vessel navigated by wind power.

Seasonal- slip licenses lasting for the duration of the marina season being May 15th – October 15th.

Slip- A docking area for vessel located along and/or between finger piers.

Transient - means short term slip license, not to exceed 14 days.

Transient Extended Stay - A Transient license issued for up to 30- days.

User - means any person, including marina Licensee's, transient Licensees, or guests on the premise of Marina.

Vessel Overall Length - Vessel length on registration combined with any protrusion which shall include but limited to, anchors, bow pulpits, bow sprits, outboard motors, swim platforms, fishing gear, dinghies, etc. rounded to the closest foot of measurement.

Vessel - means a craft designed to navigate on water

Village - means the Village of Suttons Bay

SECTION 2 - GENERAL PROVISIONS

The Marina is owned and operated by the Village of Suttons Bay through its Harbormaster. Marina Licensees and their guests shall conduct themselves in an orderly manner as to not disturb, act

disorderly or act inappropriate towards guests, staff or the public.

It is the responsibility of every user to know and comply with this Ordinance and associated policies and procedures.

- A. The Village, through its Harbormaster reserves the right to refuse any license request or terminate a license for any reason.
- B. Any Licensee and/or their guests who fail to conduct themselves in an orderly or respectful manner towards Staff, or guests will not be eligible for future licenses.
- C. All Licensees shall comply with this Ordinance and Marina policy and procedures at the time they accept a seasonal, day use, or transient license. Use of a slip shall constitute an agreement that the Licensee will comply with this Ordinance and Marina policy and procedures.
- D. By accepting a license to use a slip within the Marina, the Licensee agrees that any violation of this Ordinance and/or Marina policies and procedures may result in the termination of the license and immediate eviction from the Marina.
- E. The Marina and its facilities are solely for the use of the Licensees and their guests. No user shall undertake any commercial purposes and no vessels shall be used for commercial purposes as defined in this Ordinance.
- F. The marina is designed to provide for the safe navigation and docking of vessels. Cruising, docking or mooring of vessels in areas under the jurisdiction of the marina is strictly prohibited.
- G. The Marina is a no wake zone. Vessels must operate at the minimum speed that allows a vessel to maintain steering and make headway, usually idle speed.
- H. A Licensee may only moor its Registered Vessel in its assigned slip. Licensee may not moor any other vessel in its assigned slip except for dinghies as allowed by this Ordinance.
- I. The Village, through its Harbormaster, may, at any time, change any slip assignments deemed in the best interests of the Village and the Marina.
- J. Licenses are granted to the Licensee and for the Licensee's specific Registered Vessel. A License is not transferrable and is only valid for use by the Licensee and for mooring the Licensee's Registered Vessel.
- K. Any license granted by the Village, through its Harbormaster, to a Licensee shall be expressly contingent upon the full payment by the Licensee of all license fees and upon full compliance by the Licensee with all regulations in this Ordinance and other laws.
- L. All Licensees are required to supply their own equipment such as bumpers, lines and marine grade electrical cord.
- M. All Licensees shall immediately report any damage or deficiencies in the Marina to the Harbormaster.
- N. All Licenses expire on October 15th of each year, when the Marina season ends.

SECTION 3 - GENERAL PROHIBITIONS AND LIMITATIONS

All users of the Marina shall adhere with this Ordinance and the provisions below to ensure the public health, safety, and welfare of Licensees, guests and Staff:

- A. No illegal or illicit activities, vandalism, or disturbance of other users.
- B. No user shall play audio devices at level that disturbs Licensees.
- C. No user shall permit their dog to bark in a manner causing a nuisance to Licensees.

- D. No swimming is permitted in the main marina basin, coal dock basin, off the north or south pier, off the fishing pier, or off the Inland Seas pier.
- E. No fishing within the marina is permitted except in designated areas.
- F. No overnight camping is allowed anywhere in or on the Marina property. Licensees and their guests may stay overnight on the Licensee's Registered Vessel.
- G. No person shall refuel any vessel within the Marina, except from the fuel dock.
- H. No fireworks are permitted in the Marina at any time.
- I. No grilling or open flame is permitted on any vessel or on Marina property unless in designated grills.
- J. It is unlawful for any User to turn-off, dismantle, or damage lighting in or around the Marina.
- K. No exterior painting, varnishing restoration or similar work on vessels shall be permitted in Marina slips. Minor maintenance and repairs are permissible in the slips.
- L. Registered Vessels are assigned slips based on overall length and in no case shall a vessel's overall length extend more than six (6) feet beyond the end of the finger pier.
- M. No Licensee shall rent a Registered Vessel or allow the use of Licensee's assigned slip or Registered Vessel in their absence or for profit.
- N. If a Licensee is an LLC or corporation, any change in ownership of the LLC or corporation is considered a transfer of the License and the License shall terminate.
- O. If a Licensee is a Trust, any change in the present beneficiaries of the Trust is considered a transfer of the License and the License shall terminate.
- P. If the Licensee sells or for any reason changes the name of the ownership of the Registered Vessel then the License shall terminate unless the Licensee is transferring ownership: 1) to a Trust for estate planning purposes in which the Licensee is the sole present beneficiary of the Trust, or 2) to an LLC or corporation if the membership or ownership of the entity is the same as the Licensee.

SECTION 4 - MARINA SEASON

- A. The Village Marina season begins May 15th and ends October 15th of each year. The Marina bathhouse and restrooms, water service, electric, pump outs or gas pumps may not be open or functional other than during this period.
- B. Licensees may moor Registered Vessels in the Marina between April 15th and May 15th only with the express permission of the Harbormaster and only after the Licensee has provided updated copies of vessel registration and proof of insurance, certification that the Licensee is the owner of the Registered Vessel, and certification that Licensee has not had any ownership changes to the Harbormaster for review and consideration.
- C. All vessels and personal equipment must be removed from the Marina and public lands no later than October 31st. Any vessel remaining in the Marina after October 31st, may be removed from the Marina and impounded by the Village.
- D. The Licensee shall be responsible for the costs incurred by the Village including all cost associated with the transportation, removal and impoundment of the vessel. The Village or company removing any vessel from the Marina shall not be liable for damages to any vessel which was removed from the Marina as provided in this Ordinance.

SECTION 5 - TRANSIENT LICENSES

- A. Any person who has acted in a disorderly, inappropriate or unethical manner towards Staff, guests or Village representatives, failed to pay fees in a timely manner, or failed to meet the standards of this Ordinance and/or Marina policy has forfeited their right to future consideration for a license or services.
- B. All transient and day use Licensees shall pay license fees as established from time to time by the Village Council. All transient and day-use Licensees must immediately report to the Harbor Hut and make payment upon arrival. All transient Licensees are required to pay at the time of arrival.
- C. Reservations and cancellations shall be made pursuant to the Village of Suttons Bay Marina Slip Rental Policy.
- D. Transient Licensees who arrive after business hours are responsible to check in and pay immediately upon the marina opening for business the following day. Transient Licensees should be aware the slip may not be available for current or future use.
- E. Transient Licensees shall immediately remove their vessel from a slip that is not available for license.
- F. Transient Licensee check-out is 11:00. Transient Licensees who remain in the Marina after 12:00 pm may be charged for an additional day.

SECTION 6 - TRANSIENT EXTENDED STAY LICENSE

Upon availability, and at the discretion of the Harbormaster, a Transient Extended Stay License may be issued by the Harbormaster for up to 30 days. All rules and regulations associated with Transient Licenses and slip rentals shall apply unless specifically modified by this section. Reservations and cancellations shall be made pursuant to the Village of Suttons Bay Marina Slip Rental Policy.

SECTION 7 - SEASONAL SLIP LICENSES

Seasonal licenses are in high demand and therefore the intent of this ordinance is to encourage seasonal Licensee rotation. There is no inherent right to receiving a seasonal license from year to year. Any request for license shall be made in accordance with this Ordinance.

A. REVIEW

Prior year Licensees in good standing may be eligible for seasonal slip consideration. To be eligible, a prior year Licensee, at a minimum, must certify the following to the Harbormaster no later than November 1st of each year:

- 1. The Applicant has provided their vessel registration, which shall include vessel ownership, size, MC number, registered length, overall length, proof of insurance, draft, beam, and if it is power or sail, no later than February 15th.
- 2. That if the ownership of the Registered Vessel is in an individual, the owner remains the same as the current year.
- 3. That if the ownership of the Registered Vessel is in a Trust, the present beneficiaries of the trust remain the same as the current year.
- 4. That if the ownership of the Registered Vessel is in an LLC or Corporation, the current members or shareholders remain the same as the current year.
- 5. That the Registered Vessel shall be the same as the current year, and that the MC number

- matches the current year or the registered vessel complies with Section 7C, b.
6. That the Registered Vessel is properly insured and provide proof of insurance.
 7. That the Licensee shall continue to abide by all policies, rules, and ordinances as required by this Ordinance.

B. SELECTION

1. Returning Licensees. The Harbormaster, will begin assigning seasonal slips for returning Licensees after January 1st.
2. Payment. If the Harbormaster assigns a slip to a returning Licensee the Licensee shall make full payment for their slip within 30 days of the invoice date, and no later than February 15th. Failure to make payment by February 15th may result in the slip being assigned to another User.
 - a. Under certain circumstances the Harbormaster may allow a one-time extension of up to 10-days, provided the request was made in writing prior to the deadline.
 - b. Any extension for payment is subject to a 10% late fee which shall be paid in full as a part of the fee and within the extension period.
3. Waitlist. If the Harbormaster determines that slips are available, the Harbormaster will begin the process of assigning slips to those on the waitlist utilizing the process set out in Section 8.

C. ADDITIONAL REGULATIONS AND CONDITIONS

- a. It is the Applicant's responsibility to notify the Harbormaster of any change in their contact information and to ensure they are receiving correspondence. The Village and the Harbormaster are not responsible for an applicant not receiving correspondence, inquiries or otherwise.
- b. Licensees who change or will be changing vessels shall contact the Harbormaster for prior approval of the new vessel. The Harbormaster may reject any vessel change in the Marina.
- c. Licensees who change to a vessel of a different size during the term of the license, risk losing their slip assignment.
- d. Any vessel granted a seasonal license that is sold during the marina season must be reported immediately to the Harbormaster and removed from the assigned slip within 10 days of the sale.
- e. Slip licenses are specifically for the right to use the slip assigned and the right to use the Marina bathhouse. No other amenities are implied or included.
- f. No Licensee may assign, rent, sub-license or license their slip to any person at any time.
- g. The Licensee shall be responsible for any property damage, nuisance or violations of this Ordinance, including those caused by their visitor, or invited guest.
- h. The Licensee shall notify the Harbormaster if leaving the slip for 24 hours or longer. Slips vacated for 24 hours or longer may be licensed at the discretion of the Harbormaster. In the event of extended absences from the slip, the slip holder may have to use an alternative (assigned slip up to 3 days) until his or her slip is available.

SECTION 8 - WAITLIST PROCEDURE

The Village Marina utilizes a waiting list for seasonal slip consideration. The intent of yearly waiting list renewals is to give each applicant the opportunity to update any information such as mailing addresses, emails, phone numbers or vessel information. All changes and updated information shall be submitted with the annual renewal to the Harbormaster by March 1st, to remain on the waiting list and to allow the Harbormaster to update its records.

A. ELIGIBILITY

Any person who has acted in a disorderly, inappropriate or unethical manner towards Staff, guests or Village representatives, failed to pay fees in a timely manner, provided fraudulent or misleading information, has been issued a civil infraction or had a license revoked, has forfeited their right to future consideration for a license or services and therefore, are not eligible for the waiting list or will be removed from the waiting list.

B. SELECTION

Following the determination of slip availability the Harbormaster may select an eligible Applicant from the waiting list in accordance with the following:

- a. Selection from the waiting list for a license may be granted to the next applicant on the waiting list, provided, the vessel can be accommodated based on slip size availability and the applicant meets all standards of this ordinance.
- b. Slip assignment shall be based on the vessel information provided by the applicant and shall not be substituted without prior authorization of the Harbormaster.
- a. Vessel registrations are required to match the names on the wait list to be eligible for a seasonal license.
- b. The Harbormaster will determine slip assignments and inform Licensees of those assignments beginning March 1st or as slips become available.
- c. Prior to the vessel entering the assigned slip, it shall be registered and insured in the name of the Licensee. If the vessel registration or insurance information does not match the application, the application will be denied.
- c. An applicant may reject their first slip offer without risking their place on the waiting list. A second rejection of a slip assignment shall mean the applicant is removed from their place on the list and placed at the bottom of the list. The Village and Harbormaster are not required to send notice of placing the applicant at the end of its list.

C. FEE

- a. The Village Council shall establish annually the fee for the waiting list in the Village's Schedule of Fees.
- b. The non-refundable waiting list fee is due no later than March 1st of each year.
- c. The waiting list fee shall not be considered any part of a license fee.

SECTION 9 - DOCK, PIER, FINGER PIER, AND WALKWAYS

- A. Storage is only permitted within the confines of the licensed slip or on the vessel.
- B. All docks, piers, finger piers, and walkways within the marina shall remain clear and not used for storage or keeping of personal belongings.
- C. Canoes, kayak, boards, dinghies and similar items shall not be stored on a pier, finger pier, dock, or walkway.

- D. Dock boxes may be permitted as follows;
- a. Licensee's located at the or accessed by A-Dock or Coal Dock sections shall may be permitted to place a one triangular dock box within the designated dock entrance area, provided they meet the following dimensions: 48" length x 28" width x 28" height.
 - b. All Licensee's located or accessed by A-Dock B-Dock, C-Dock, or D-Dock shall be permitted to place one triangular dock box within the designated area provided they meet the following dimensions: 23" length x 50" width x 31" height.
 - c. All dock boxes shall be removed prior to October 31st or they will be deemed abandoned and subject to forfeiture of the dock box and its contents. Removal and disposal fees are at the Licensees' expense.

SECTION 10 - DINGHY'S

- A. A seasonal slip or monthly slip Licensee may keep a dinghy in the slip, provided the dingy is tied to or placed on the vessel, and does not protrude into any other slip or beyond the dock.
- B. Any motorized dinghy must be registered and insured in the name of the slip Licensee.
- C. No dinghy may be kept in a slip unless the registered vessel is also in the slip.
- D. Dinghy slips are only available for day and transient use and come with no other amenities such as electricity, Marina bathhouse or parking privileges.

SECTION 11 - VESSEL REMOVAL AND IMPOUNDMENT

- A. The Licensee is responsible for ensuring their vessel is always secure, in proper working order and afloat. The Licensee is responsible for any vessel that may be in danger of sinking and shall immediately remove the vessel from the Marina.
- B. The Village or Harbormaster may immediately remove any vessel from the Marina, that is in violation of this Ordinance or poses an environmental risk or threat, without the Licensee's prior consent.
- C. The Licensee shall be responsible to the Village for all cost associated with any containment, clean-up, transportation, removal, staff time or impoundment of the vessel.
- D. The Village and Harbormaster shall not be responsible for damage to the vessel in the event of such removal.

SECTION 12 - ENFORCEMENT

- A. A license may be revoked at any time for disturbing guests, acting disorderly or being inappropriate towards guests, staff or Village representatives.
- B. Any person who violates any provision of this Ordinance, shall be subject to immediate revocation of their license, and a civil infraction and/or criminal prosecution.
- C. The Harbormaster and any police officer are hereby designated as the officials authorized to issue municipal civil infraction citations for a violation of this Ordinance.
- D. Any person who does not remove themselves from the Marina as ordered by the Harbormaster, or other Village official authorized by the Village Council will forfeit their right to future consideration for a license or services.

SECTION 13 - VIOLATIONS AND PENALTIES

Violation of a provision of this Ordinance is a municipal civil infraction. In addition, a violation of this Ordinance is hereby declared to be a nuisance per se and the Village specifically reserves the right to proceed in any court of competent jurisdiction to obtain an injunction, restraining order or other appropriate remedy to compel compliance with this Ordinance. Every day on which any violation of this Ordinance continues constitutes a separate offense and shall be subject to penalties and sanctions as a separate offense.

SECTION 16 - VALIDITY

If any section, provision or clause of this Ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect any remaining portions or application of this Ordinance, which can be given effect without the invalid portion or application.

SECTION 17 – REPEAL

Upon becoming effective, this Ordinance shall repeal any and all ordinances or parts of ordinances in conflict herewith including, without limitation, Ordinance #21.

SECTION 18 – EFFECTIVE DATE

This Ordinance shall become effective 20 days after publication of the Ordinance or a synopsis of the Ordinance, in a newspaper of general circulation within the Village.

Approved:

Steve Lutke, Village President

Publication Date:

Effective:

Dorothy Petroskey, Village Clerk

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2026-11	
Prepared:	July 15, 2026	Pages:	1 of 1
Meeting:	July 20, 2026	Attachments:	☒
Subject:	Marina Policy - Update		

PURPOSE

To discuss the amended Marina Policy.

STAFF COMMENT

The Marina Policy has been updated to reflect the changes made to the Marina Ordinance. These changes, although minimal need to reflect the new ordinance to have standing. This policy will not go into effect until the Marina Ordinance is effective.

ACTION REQUESTED

MOTION THAT the Marina Policy be considered adopted on the effective date of Marina Ordinance #30.

Section 1 - CHECK IN/ CHECK OUT TIME:

The Village of Suttons Bay Marina is subject to full-capacity conditions during peak seasonal usage; therefore, the following shall apply:

- A. Marina check in is 12:00 noon – checkout is 11:00 am
- B. Late departures may be charged for another full day.
- C. Boats left unattended beyond their check-out time are subject to removal at owner expense.

Section 2 - MARINA RESERVATIONS

Advanced Marina slip reservations may be requested on April 15th of each year. Reservation requests can be made by, visiting www.dockwa.com or by contacting the Village of Suttons Bay Marina Office.

- A. Slip Reservations and assignments are based on the following:
 - a. Order of request.
 - b. Size and availability of slips.
 - c. Payment of reservation fees.
 - d. Past conduct, including treatment of staff, payment and adherence with rules.
- B. All reservations requests are required to be paid in advance to be considered.
- C. No reservations or assignments will be held or granted without payment.
- D. Reservation fees are non-transferrable.

Section 3 – TRANSIENT GUESTS

A. TRANSIENT STAY

Transient guests, at the discretion of the Harbormaster, may be permitted to stay for up to 14 consecutive days before vacating the Marina, and its vicinity for a minimum of 48 hours before being considered eligible for another slip/stay.

B. TRANSIENT SLIP ASSIGNMENT

- a. Slip assignments are based on vessel's overall length (including bow pulpits, swim platforms, outboard motors etc) beam, draft and availability. Failure to report the correct length of your boat may result in the termination of your reservation upon arrival or additional fees.
- b. Arrival confirmation must be made no less than 24 hours prior to arrival. Failure to contact the marina will be deemed a "no show" and the slip may be subject to cancellation and re-assignment.
- c. Non-registered vessels shall contact the Harbor Hut immediately upon entering the Marina for registration, confirmation of reservations, and slip assignments.
- d. All slip assignments are subject to change at the discretion of the Harbor Master or designee.

C. TRANSIENT CANCELLATION AND REFUND

Transient slips are in high demand during summer months and therefore it is necessary to ensure that reservations are fulfilled, however, in the case of a cancellation the following shall apply:

- a. All cancellations are subject to a \$10.00 non-refundable cancellation fee.
- b. Cancellations shall be made no less than 3-days prior to a reservation to receive a refund.
- c. Cancellations made less than 3-days prior to a reservation are subject to a 50% refund.
- d. Cancellations made less than 48-hours prior to a reservation are not subject to a refund.
- e. Boaters who leave prior to the conclusion of their reserved stay, will not be eligible for a refund, unless the slip is re-booked during that specific reserved stay.
- f. Cancellations are calculated from the check in time of the reserved date to the time/date of which the cancellation was received.

Section 4 - EXTENDED STAY GUESTS

A. EXTENDED STAY

Upon availability, and at the discretion of the Harbormaster, a Transient Extended Stay License may be issued for up to 30 days. All rules and regulations associated with transient slips shall apply to Extended Stay Slips unless specifically modified below.

B. CANCELLATIONS

All cancellations are subject to a \$10.00 non-refundable reservation fee and subject to the following:

- a. Cancellations shall be made no less than 14 days prior to a reservation to receive a full refund, less a \$10.00 non-refundable registration fee.
- b. Cancellations made less than 14-days prior to a reservation are subject to a 50% refund, and a \$10.00 non-refundable registration fee.
- c. Cancellations made less than 5-days are not subject to a refund.

Section 5 – TERMINATION

The Village of Suttons Bay Marina guests are expected to conduct themselves in a respectful and considerate manner towards marina staff, guests, and visitors. The Harbormaster, at their discretion, may terminate a guests stay at any time and as authorized by the Marina Ordinance.

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2026-17	
Prepared:	July 15, 2026	Pages:	1 of 1
Meeting:	July 20, 2026	Attachments:	☐
Subject:	Public Bathrooms & Boating Services Contract (WW24-0008)		

PURPOSE

To confirm authority

STAFF COMMENT

Upon review of the AIA document, which will ultimately be the agreement between all parties involved, it has been suggested by the Attorney, that the Village make a formal motion to appoint the Manager as the formal representative for day-to-day decision making. This is common duty of the Manager, and was the case prior to my arrival and during the TAP project, liner replacement project, waterwheel stream construction, Marina Dock improvement (Phase1), Fishing Pier and all other projects over the past 7 ½ years. Although redundant, it is requested that we make a formal motion.

ACTION REQUESTED

MOTION THAT the Village Council authorize the Village Manager to act as the Owner's Representative for the purpose of day-to-day contract administration and change order decisions for the Public Bathrooms & Boating Services Contract.

		VILLAGE OF SUTTONS BAY REPORT VSB -2026-18	
Prepared:	July 16, 2026	Pages:	1 of 1
Meeting:	July 20, 2026	Attachments:	☐
Subject:	Managers Update		

BOATERS SERVICE AND PUBLIC RESTROOM PROJECT– (GRANT)

The project was awarded to Ecker Building Solutions, who subsequently constructed one our DPW building additions. The project will begin on August 3, 2026, which is the day following the Art Festival. Staff has already begun preparing the area for construction.

FARM MARKET

It appears the market vendors have chosen to stay at Ice Rink Park for the remainder of the season. It seems the vendors and patrons are very happy with the location, shade, walkability and parking options.

LAW ENFORCEMENT CONTRACT

We are finalizing details on the law enforcement contract extension. Despite yearly renewals over the past several years, we will be extending the contract for 3-years.

FRONT STREET

There is a portion of Front Street from Dame Street (Roman Wheel) to Madison (Bayside Gallery) that is currently a one-way traffic flow heading north. We are contemplating changing this stretch of approximately 220 feet of Front Street to a two-way street. Although we are in the beginning stages of researching this street, it is worth mentioning at this time.

OFFICE CLOSURE

Due to hazardous air conditions on July 16, 2026, and the effect it was having on staff, the Village (marina, office, DPW) was closed early. Despite the doors being locked, I remained at the office and continued my obligations. During that time, only one individual came to the door.

TOUR DE TART

The annual Tour De Tart race scheduled for July 17, 2026, was cancelled by TART representatives on July 16, 2026, due to the poor air quality. They stated “Our decision was made with local health and safety officials and using data from several projection models, including Air Now and the Air Quality Index Recommendations of the Road Runners of America. We also took into account the exposure of volunteers and vendors that would be required to work outside today and tomorrow before air quality predictions shift to healthier levels.”