



VILLAGE OF SUTTONS BAY
Village Planning Commission
VIA Remote Access-See Public Notice
Village Hall
420 N. Front Street,
Suttons Bay, MI. 49682
June 10, 2020 at 5:30 pm
Agenda

1. Call to order
2. Roll call and notation of quorum
3. Approval of agenda
4. Member conflict of interest on any item on the Agenda
5. Approval of minutes
6. Public comment/Written Communications (Reserved time for items listed on the Agenda). Please limit remarks to no more than three (3) minutes.
7. Unfinished Business:
8. New Business
 - a. Application for Map Amendment (Rezoning Request)
 - b. Housing Discussion
9. Public comment
10. Reports:
 - a. Zoning Administration Report
 - b. Manager Report
 - c. ZBA Report
 - d. Village Council updates
 - e. Parks Committee
11. Good of the order
12. Announcements
14. Adjournment



PUBLIC NOTICE

Please take notice that the regular meeting of the Suttons Bay Village Planning Commission will be held on Wednesday June 10, 2020 at 5:30 p.m., by electronic remote access. Electronic remote access, in accordance with Michigan Governor Executive Order 2020-75, will be implemented in response to COVID-19 social distancing requirements and Michigan Executive Order 2020-77. The public may participate by joining the Zoom meeting by computer or smart phone at:

Topic: Village Planning Commission Meeting
Time: Jun 10, 2020 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89836711978?pwd=NXBrRXZySU1DeGIPOVlzNTJtd2U3QT09>

Meeting ID: 898 3671 1978

Password: 630394

One tap mobile

+19294362866,,89836711978#,,1#,630394# US (New York)

+13017158592,,89836711978#,,1#,630394# US (Germantown)

Dial by your location

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 898 3671 1978

Password: 630394

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

Please keep your phone on mute until it is time for public comment. A person wishing to speak must request to be recognized by the Planning Chair. The Planning Chair will recognize all persons wishing to speak during public comment. If the public has questions about any item on the agenda, the person may send an email to the Village Clerk prior to the meeting. Persons with questions, or individuals with disabilities requiring auxiliary aids or services to effectively participate in the meeting should contact the Clerk.

Shar Fay, Clerk

Village of Suttons Bay

231.271.3051 ext. 221

suttonsbay@suttonsbayvillage.org



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
MEETING MINUTES OF
MARCH 11, 2020

The meeting was called to order at 5:30 by Kathryn Danielson.

Present: Danielson, Hylwa, Ostrowski, Pontius and Suppes

Absent: Smith. Hetler attended via remote attendance.

Staff present: Fay and Larrea

Approval of Agenda

Suppes moved, Hylwa seconded, CARRIED, to approve the Agenda as presented.

Ayes: 5, No: 0.

Approval of Minutes

Ostrowski moved, Suppes seconded, CARRIED, to approve the Planning Commission meeting minutes dated February 12, 2020, submitted by Couturier. The meeting minutes can be found in this meeting packet. Ayes: 5, No: 0.

Public Comment/Written Communications

Lois Bahle asked why the single-family waterfront discussion is not on the Agenda under old business. Larrea will cover the topic later in the meeting. Bahle attended the Housing Matters update today noting ten counties will lobby for the region. She suggested Planning Commission advocate for Housing North.

Public Hearing Zoning Map Amendment 1-2020

Larrea referred to the report in the packet, and further noted staff will begin drafting a new Master Plan.

The public hearing was opened at 6: 37 p.m. Lois Bahle believes proper hearings and meetings took place prior, but the map was never changed at that time. The public hearing closed at 6:39 p.m.

Ostrowski moved, Pontius seconded, CARRIED, to recommend to Village Council the adoption of the proposed amendment to the Village of Suttons Bay Zoning Map, as described in Report VSB-2020-20, and as legally described as Lots 285, 286, 287 and 288, Block 10, Village of Suttons Bay, Section 28, T30N R11W. Ayes: 5, No: 0.

Manager Report

Larrea informed Commissioners a small number of the Parks and Rec Survey that were returned were from seniors. Surveys were then dropped off to the students at the Suttons Bay Schools, a missing demographic, and a majority was returned. Survey results will be available at the next Planning Commission meeting.

There has been a “High-water” collaboration with other municipalities recently, and a Resolution has been drafted that asks the Governor to assist, to seek reimbursement with the costs of the high-water issues. So far, the Village has spent over \$100,000 on erosion issues. Due to the current rules, a State of emergency/disaster cannot be declared because it requires a start and end date, which is not possible. Larrea noted it is very challenging to change the rules declaring an emergency for reimbursement. Leelanau county will be asked to join the collaboration. Participants will forward to the Village their respective resolutions, which in turn will be sent to the Governor as a package.

A new Land Division Ordinance has been drafted for consideration. The proposed Ordinance requires accountability, includes a checklist, and creates a panel of three individuals consisting of the Zoning Administrator, Manager, and Assessor.

Larrea attended the Rotary meeting.

Council has officially closed the boat launch at the Marina, temporarily, due to the water levels. Signs will be placed at the boat launch directing boaters to the North park launch. The skid pier will be moved to North Park and the height barrier may be raised, and marked. Marina park will be closed to events this year as well, and events will be redirected to North Park with the exception of the Art Festival which will be held on Front Street.

A Pedestrian Court/viewing area with planter barriers, picnic tables and lights may be considered where boat/trailer parking now exists.

A Resolution has been signed in support of amending Michigan Bike Route, rerouting it to St. Mary’s Street. The next step is with the state.

The Lakefront lot study is still being reviewed with the anticipation that it will be ready at the next meeting.

A review of the Marina Master plan will begin soon.

There will be a pre-con meeting for the TAP grant street scape project within the next couple of weeks. The project is scheduled to begin at the end of April.

Good of the Order


Ostrowski requested the Housing North proposal be placed on next month’s agenda. He stated that Habitat for Humanity has been discussing the Madison Street property. Larrea stated two letters have been issued to them already; the property has open windows, rodents, it is not secure, and the Village has received complaints. Ostrowski offered to represent the Village for the Norte Suttons Bay Strong Project.

The next Planning Commission meeting will be April 8th at 5:30 p.m.

Hylwa moved, Ostrowski seconded, CARRIED, to adjourn the meeting. Ayes: 5, No: 0.

The meeting adjourned at 6:09 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.

		VILLAGE OF SUTTONS BAY REPORT VSB -2020-20	
Prepared:	June 8, 2020	Pages:	1 of 1
Meeting:	June 10, 2020	Attachments:	<input checked="" type="checkbox"/>
Subject:	Request for Map Amendment		

PURPOSE

To introduce an application for the consideration to rezone property from PUD (Planned Unit Development) to HR – (Hillside Residential).

PROPERTY

043-821-001-02 – 4.90 Acres – Currently vacant – Zoned PUD

043-821-001-03 – 4.66 Acres – Currently vacant – Zoned PUD

043-821-001-05 – 11.60 Acres – Currently vacant – Zoned PUD

STAFF COMMENTS

The properties in question are a part of the long defunct Bayview PUD approved around 2005. The PUD is actually a zoning district rather than an overlay, which is an antiquated way of approving this type of development. Although the approval process is still in place today, it is highly recommended that it is replaced with a more modern approval process.

Due to the PUD being a zoning district, it makes it more difficult for the applicant to make any changes to the PUD. Without knowing more about the PUD in its entirety, we do not know how this request will affect the PUD as a whole. For example, if the PUD was granted additional density in exchange for open space, then how is the rezoning request affecting the approved project? How does this affect other owners of the property? The types of residential approved? Amount of open space etc.?

I would certainly support the abolishment of the PUD to allow request such as the one before you to be less burdensome on the Applicant but, that will require a request from all owners. Based on the information provided, we will need more information from the Applicant to determine if the request can move forward.

ACTION REQUESTED:

None



Office of Planning and Zoning
420 N Front Street
P O Box 395
Suttons Bay, MI 49682
231-271-3051 or 231-392-5828
zoning@suttonsbayvillage.org

APPLICATION FOR ZONING MAP AMENDMENT

This application must be typed or printed in ink and completed in full. An incomplete or improperly prepared application will not be accepted and will result in processing delays.

A. APPLICATION INFORMATION

Name of Applicant: ROBERT F MITCHELL
Address: 3300 PARADISE ROAD KINGSLEY MI 49049
Phone: 231-633-6007 E-mail: RFM@MAPCIVILSURVEY.COM
Name of Agent: SELF
Address:

Phone: E-mail:

Name of Owner: ROBERT F MITCHELL
Address: 3300 PARADISE ROAD KINGSLEY, MI 49049
Phone: 231-633-6007 E-mail: RFM@MAPCIVILSURVEY.COM

Please specify to whom all communications should be sent: Applicant [] Agent [] Owner [X]

B. LOCATION/LEGAL DESCRIPTION OF SUBJECT LANDS

Tax Parcel ID Number: 043-821-001-03
Parcel Address: SCOTT HILL ROAD

Legal Description: Please Attach

Are there any easements or restrictive covenants affecting the subject lands? Yes [] No [X]

If yes, describe the easement or covenant and its effect:

C. PURPOSE OF APPLICATION

Current Zoning: R17
Proposed Zoning: HILLSIDE RESIDENTIAL HR
Present Village of Suttons Bay Master Plan Designation: PUD

Explain how the application for the amendment conforms to the Master Plan:

MAINTAINS AS RESIDENTIAL

Are conditions being voluntarily offered as part of this zoning map amendment application? Yes [X] No []

If yes, please attach a detailed description of the conditions being offered as part of this application.

D. PROPERTY INFORMATION

Present use of the subject lands: VACANT

Proposed use of the subject lands: RESIDENTIAL
Present use of adjacent properties: PUD

If known, the length of time the existing uses have existed on the subject lands: _____

Are there any existing buildings or structures on the subject lands? Yes No

Are any existing buildings on the subject lands designated as being historically significant? Yes No

If yes, identify and provide details of the historically significant building(s). _____

If known, the date existing buildings or structures were constructed on the subject lands: _____

E. PREVIOUS USE OF THE PROPERTY

Has there been an industrial or commercial use on the subject or adjacent lands?
Yes No Unknown If yes, specify the use(s): _____

Has a gas station been located on the subject lands or adjacent lands at any time?
Yes No Unknown

Has there been petroleum or other fuel stored on the subject lands or adjacent lands at any time?
Yes No Unknown

Is there any reason to believe the subject lands may have been contaminated by former uses on or adjacent to the site?
Yes No Unknown

If you answered yes to any of the questions above, a previous use inventory, showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the inventory attached? Yes No

F. OTHER INFORMATION

If there is other information that you think may be useful in the review of this application, please attach it to this application or explain on a separate sheet.

G. SUPPORTING MATERIAL TO BE SUBMITTED BY APPLICANT

In order for your application to be considered complete, twelve (12) copies of a site plan(s) must be submitted drawn to scale, as part of the application, which shows:

1. The scale of the drawing and the north arrow.
2. Boundaries and dimensions of the subject lands.
3. The legal description of the subject lands.
4. Any major topographical features.
5. The approximate location of all natural and artificial features including but not limited to: Buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, pipelines, gas wells, wetlands and wooded areas that are located on the subject land and on land adjacent to it that may affect the application.
6. The name and location of any adjacent highway, street, alley, or railway.
7. The location and nature of any easements affecting the subject parcel.
8. The location, size and type of all existing buildings and structures on the subject land, indicating their setbacks from property lines.
9. Location, dimensions and numbers of off-street parking spaces, parking structures and aisles, and the location of accesses.
10. Any signs and lighting facilities and their location.
11. Current uses of land that is adjacent to the subject land.
12. Location of any existing outside storage, refuse storage and disposal.
13. Any additional information deemed by the Village to be necessary for proper review of the request.

H. PERMISSION TO ENTER SUBJECT LANDS

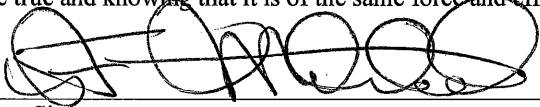
Permission is hereby granted to Village of Suttons Bay Staff, Planning Commissioners and Council Members to enter the premises subject to this application, for the purposes of making inspections associated with this application; during normal and reasonable working hours.


Owner Signature

2/26/2020
Date

I. DECLARATION

I, ROBERT F. MITCHELL solemnly declare that all of the above statements and the statements contained in all of the exhibits transmitted herewith are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

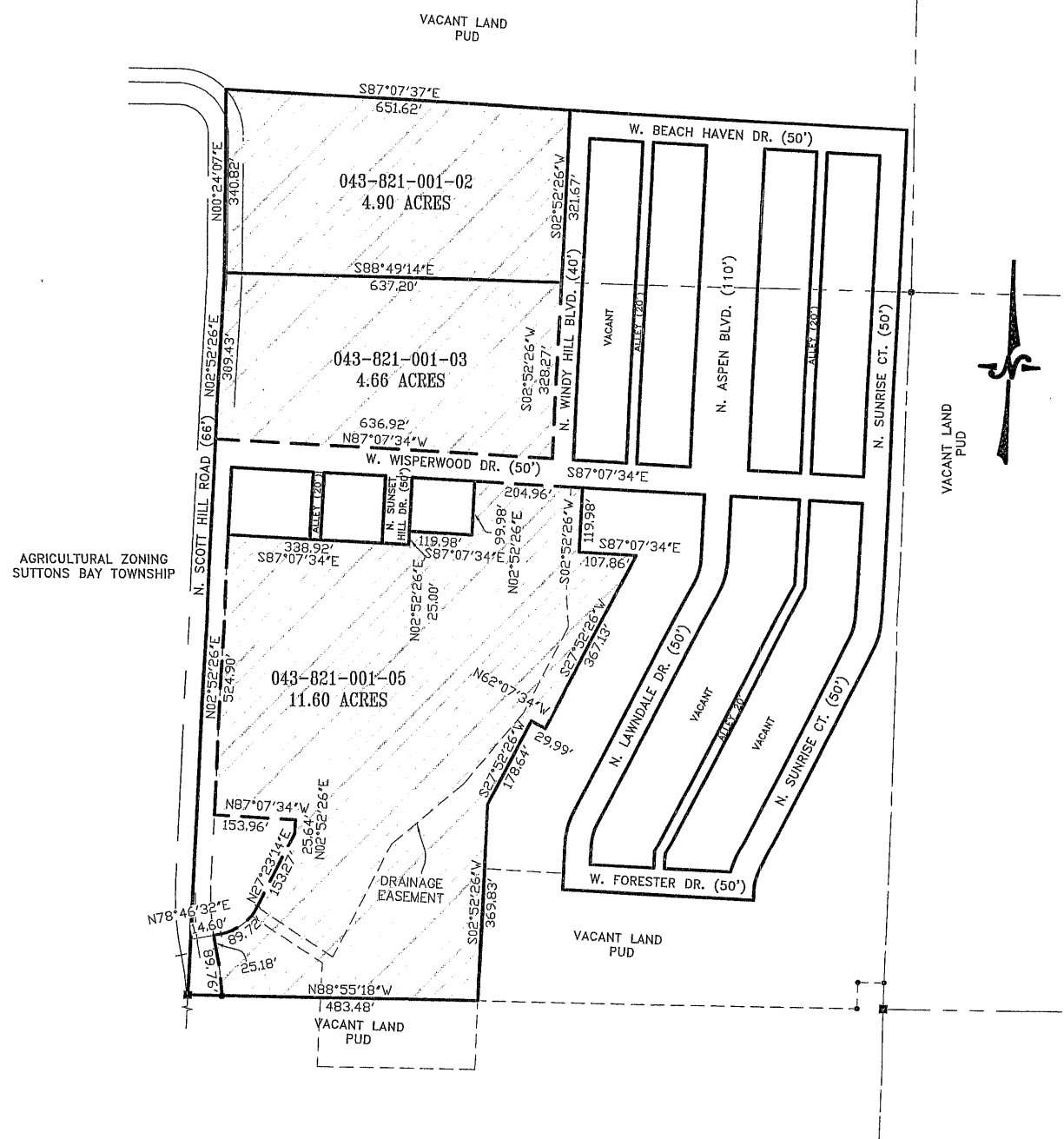


Owner Signature

2/26/2020

Date

SITE PLAN



AGRICULTURAL ZONING
 SUTTONS BAY TOWNSHIP



Legend

- IRON SET
- IRON FOUND
- ⊙ MONUMENT FOUND
- ▲ NAIL SET
- △ NAIL FOUND
- ⊕ GOVERNMENT 1/4 CORNER
- ⊙ SECTION CORNER
- ⊕ CENTER 1/4 CORNER
- (R) RECORD
- (M) MEASURED

Scale: 1" = 200'

Bob Mitchell & Associates P.C.

404 West Main Street P.O. Box 306
 Kingsey, MI 48648
 (231) 263-5463 FAX (231) 283-7921
 Toll Free in Michigan 1-800-533-8627
 email wm@mnpvcivilsurvey.com
 NORTH 1ST STREET
 Harrison, MI 48825

SURVEYING / ENGINEERING

ALTERATION OF ANY PART OF THIS DOCUMENT WITHOUT THE PERMISSION OF MITCHELL & ASSOCIATES, PC, IS PROHIBITED.

CLIENT: ROBERT MITCHELL

LOCATION: PART OF THE SOUTHWEST ONE-QUARTER, SECTION 21, TOWN 30 NORTH, RANGE 11 WEST, VILLAGE OF SUTTONS BAY, LEELANAU COUNTY, MICHIGAN.

OWN: WPM	DATE: 2-11-20	FILE NO.: 20200030
CK: JEM	FID. BK. X	Pg. X SHEET 1 OF 1

suttonsbay@suttonsbayvillage.org

From: Pete Ostrowski <powazski@gmail.com>
Sent: Monday, June 1, 2020 5:39 PM
To: Suttons Bay
Subject: Planning Commission Meeting Agenda Item
Attachments: leelanau-county-tma-fact-sheet (1).pdf; Housing Ready Checklist Housing North.pdf; Housing North Resolution Draft.pdf

Shar, Please add the following to the next agenda. Thanks, Pete

Homes for the future.

Attachments:
Leelanau Co. Housing Fact Sheet
Housing Ready Checklist
Housing North Resolution

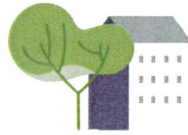
Sent from my iPhone

LEELANAU COUNTY NEEDS HOMES FOR OUR FUTURE



The 2019 Northwest Michigan Target Market Analysis studied the demand for housing through 2025 in communities throughout Northwest Michigan. Based on the potential for demand from current residents moving within the community, as well as people who would move here from outside the community, the study found that the market could support **668** additional housing units through 2025 in Leelanau County. Those new units could be newly-constructed homes or apartments, or they could be the repair and conversion of existing homes or buildings.

HOW MANY MORE RENTAL UNITS DO WE NEED IN LEELANAU COUNTY?



367
RENTALS NEEDED

Household Incomes

Up to \$26,000
\$28,000 - \$40,000
\$42,000 - \$60,000
\$64,000+

Affordable Rents

\$650 and less
\$700 - \$1000
\$1050 - \$1500
\$1600 +

Units

230
72
56
9

% of Potential Demand

63%
20%
15%
2%

HOW MANY MORE HOMEOWNERSHIP UNITS DO WE NEED IN LEELANAU COUNTY?



301 OWNER UNITS

Household Incomes

Up to \$60,000
\$70,000 - \$100,000
\$110,000 - \$150,000
\$160,000

Affordable Home Values

\$150,000 and less
\$175,000 - \$250,000
\$275,000 - \$375,000
\$400,000+

Units

5
144
86
66

% of Potential Demand

2%
48%
28%
22%

WHY IS THE DEMAND SO HIGH?

The study takes into account homes that are available now, and what people are looking to buy and rent. Because our population has changed so much over the years, we don't have the type of housing that many people are looking for, like small homes, apartments, and other rental options. These units are needed by empty nesters, retirees, and young people just starting out—all of whom have smaller households. However, many homes currently available were designed for large families, and are often too big and expensive for many of today's homebuyers and renters.

WHO CAN AFFORD THE RENT?

The "housing wage" is the amount a worker would need to earn in order to afford a typical rental. In Leelanau County, rents are far higher than what many renters can afford. The lack of affordable options contributes to a high demand for new units at different price points.

LEELANAU COUNTY
HOUSING WAGE

\$15.36

MINIMUM WAGE

\$9.45

AFFORDABLE RENT FOR RENTER
EARNING MEAN WAGE

\$796

AFFORDABLE RENT FOR FULL-
TIME MINIMUM WAGE WORKER

\$491

LOCAL SOLUTIONS

"Missing middle" housing types like duplexes, fourplexes, and small apartments can be more affordable and more in line with what the region's households are looking for. Yet, funding, and sometimes local politics, limit options to build these housing types. Legislation authorizing new revenue sources and tax incentives can support these private-sector solutions, and local changes to zoning or other policies can streamline the process for builders.

More information and resources are available on homesforourfuture.org and housingnorth.org


2019 Target Market Analysis was conducted by LandUseUSA, on behalf of Housing North and Networks Northwest.



LEELANAU COUNTY NEEDS HOMES FOR OUR FUTURE

The 2019 Northwest Michigan Target Market Analysis included data for selected communities. Communities were selected based on population, available demographic and economic data, and other factors. Some small communities were not studied separately because the study's accuracy was compromised by limited data and small sample sizes. However, demand may fluctuate between communities within a county, and smaller communities may look to county-wide housing demand to inform their potential for new housing units.

HOW MANY MORE RENTAL UNITS DO WE NEED IN LEELANAU COUNTY?

 95 RENTALS NEEDED	Household Incomes	Affordable Rents	# Units				
			Greilickville	Northport	Suttons Bay	Empire	Leland
	Up to \$26,000	\$650 and less	4	2	8	10	8
	\$28,000 - \$40,000	\$700 - \$1000	23	1	7	1	2
	\$42,000 - \$60,000	\$1050 - \$1500	10	2	3	1	5
	\$64,000+	\$1600 +	7	0	1	0	0
	TOTAL RENTAL UNITS NEEDED		44	5	19	12	15

HOW MANY MORE HOMEOWNERSHIP UNITS DO WE NEED IN LEELANAU COUNTY?

 56 OWNER UNITS NEEDED	Household Incomes	Affordable Home Values	# Units				
			Greilickville	Northport	Suttons Bay	Empire	Leland
	Up to \$60,000	\$150,000 and less	5	0	0	0	0
	\$70,000 - \$100,000	\$175,000 - \$250,000	7	3	0	2	3
	\$110,000 - \$150,000	\$275,000 - \$375,000	5	1	8	7	1
	\$160,000	\$400,000+	4	3	4	0	3
	TOTAL OWNER UNITS NEEDED		21	7	12	9	7

SHORT-TERM RENTALS & HOUSING DEMAND

The target market analysis didn't study the demand for seasonal housing or short-term rentals—only homes that would be occupied year-round. However, it did take into account how seasonal units impact the availability of housing currently on the market, or homes that will be constructed in the future. Use of homes as short-term rentals reduces the supply of homes available for year-round occupancy, contributing to greater demand.

DEMAND IN A CHANGING ECONOMY

The target market analysis was conducted before the pandemic crisis and its economic impacts, which are affecting everything in our lives, including the housing market. However, the 2019 analysis studied *movers*—people who are looking to move into or within the community, including those currently living in unaffordable housing or other homes that don't meet their needs. This demand is likely to remain, especially because Northwest Michigan's housing needs are rooted in a long-standing housing supply shortage, combined with an imbalance between wages and the cost of homes. The economic changes of 2020 are likely to exacerbate that imbalance, while the housing "pipeline" has, for now, stopped—creating a growing backlog of unmet housing demand.

The 2019 Target Market Analysis was conducted by LandUseUSA, on behalf of Housing North and Networks Northwest. Data Sources: American Community Survey; ExperianDecision Analytics.

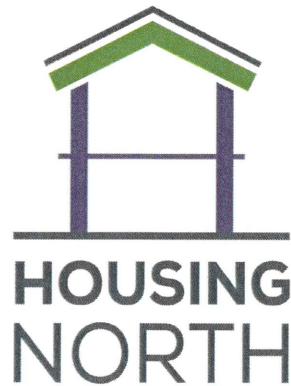


More information and resources are available on homesforourfuture.org and housingnorth.org



NORTHWEST MICHIGAN
HOUSING READY CHECKLIST





Housing North is a nonprofit organization formed in 2018 to build awareness, influence policy, and grow capacity and resources so communities can create housing solutions that meet their unique needs. It's governed by a ten-county Board of Directors that represent business; philanthropy; local, county, and tribal government; workforce development; and housing agencies from throughout the ten-county region of Northwest Lower Michigan.

www.housingnorth.org

This checklist is adapted from the Housing Ready Checklist developed by the Leelanau County Housing Action Committee.



HOUSING READY CHECKLIST

Northwestern Michigan is experiencing a shortage of housing – particularly rental housing – that is affordable to a broad range of income levels. The short supply of available housing leaves many families with few choices but to live in deteriorating, inadequate, unsafe, or unaffordable homes—if they stay or move to the region at all. Families and young people may choose to live elsewhere, limiting our workforce and harming businesses. Businesses struggle to find employees who can afford to nearby and often lose potential new recruits to businesses where more affordable housing options are available. Quality housing means quality employees.

Without spending significant resources, local governments and communities can help by ensuring that there are opportunities for development that can create a variety of housing options for all people in the community. Local and county governments can work in partnership with developers and community organizations and businesses to support housing goals and smart, sustainable projects.

This checklist is designed to help communities evaluate their own standards, strategies, plans, and ordinances to ensure they are designed in a way that meets local needs for workforce housing. It is adapted from the Housing Ready Checklist developed by the Leelanau Housing Action Committee, which was based on practices that have been used in many communities' local plans and zoning ordinances to create more development opportunities and support workforce housing initiatives.

Local Government Roles

Planning commissioners and elected boards, like city councils and township boards, make decisions about zoning and development in villages, townships, and some counties in Northwest Michigan. This means local governments are essentially the 'gate keeper' for directing and determining what type, how much, and where workforce housing is built in your community. Without proper regulations and policies, developers are forced to pursue expensive, time-consuming rezoning or variance requests interfering with project schedules, creating project uncertainty, and often litigation or abandonment of their project.

Using the Housing Ready checklist, we can begin local conversations about how to ensure that our communities' policies are fair and predictable, and that they allow the types of housing we need, while preserving the local character that makes Northwest Michigan such a desirable place to live.



HOW TO USE THIS CHECKLIST

Very few, if any, communities will be able to answer “yes” to every question on this checklist—and not every community will want to! Each community’s plans, policies, and procedures are unique to local circumstances, and the inclusion of elements on this checklist doesn’t necessarily mean they’re appropriate for your community. Rather, the checklist can be a starting point for examining how your community plans for housing choices.

Where Do We Start?

Advocates or officials can suggest or request that their local planning commissions and/or elected boards complete and/or review the checklist at a study or working session, or even at a joint meeting of the planning commission and elected board. Local housing networks or Housing North staff can help facilitate the checklist completion process and conversation. Once the checklist is complete, local officials may identify some elements that can be added or modified in local plans and policies as a “to-do” list for action.

Understanding the Terms in this Document

It’s unlikely that everyone in the conversation will be familiar with all of the terms and techniques included in the checklist. Local partners, advocates, community networks, and Housing North can help by participating in local discussions and sharing resources and information. Contact information is available on www.homesforourfuture.org.

We Know What We Need to Change! Now What?

Changes to policies, plans, and procedures can be complex and time-consuming. While some communities have staff to help make changes, others may want or need to consider outside assistance from planning consultants and others. **Housing North and local housing networks are here to help.** Please visit www.homesforourfuture.org for information on local housing networks that can provide recommendations on technical assistance, help with zoning reviews, or questions or suggestions on the checklist.

What is Workforce Housing?

Generally speaking, workforce housing means housing our workers can afford – our teachers, restaurant employees, firefighters, electricians, and others making around the County’s median income. Nearly all experts agree that a household’s housing costs should not exceed 30% of its income. Therefore, workforce housing commonly refers to housing that costs less than 30% of the area’s median income.–and that housing is becoming harder and harder for the workforce to find. Current local median income data, and more information on housing terms and definitions is available online at www.homesforourfuture.org.



The Housing North Homes for Our Future campaign is a call to action for the public, local governments, employers and schools. The Housing Ready Checklist is one way communities can participate in the campaign. Other resources and opportunities for participation, like sample resolutions, messaging guidance, data, a calendar of events, best practices, and more, are available online at



COMMUNITY NEEDS ASSESSMENT

Understanding the needs for housing, and the barriers standing in its way, is an important first step in determining which changes are needed in your community's plans, policies, and procedures.

Has your community taken steps to understanding local housing needs?

1. Has your community expressed an interest or need for more housing options?
2. Have the following stakeholders participated in discussions regarding the need for workforce housing?
 employers school districts families local residents nonprofits other jurisdictions
 developers landowners
3. What methods have been used?
 questionnaire/survey public comment online options public meeting(s)
 presentation of options with discussion focus groups other

PLANNING STRATEGIES

The legal framework for determining where and what type of development occurs through zoning—but zoning must be based on an adopted community master plan. Plans are an important way to begin conversations about housing, and can provide guidance about how housing needs should be addressed and accommodated in local policies and zoning ordinances.

Has your community considered planning initiatives or amendments to address housing?

1. Y N a Master Plan that advocates for housing that meets the needs of all residents
2. Y N setting a goal for an amount of workforce housing needed (as a number of units or as a percentage of total housing) and developed a method to track progress
3. Y N mapping priority development areas in and adjacent to villages and settlements where workforce housing is to be included with other housing types
4. Y N "pre-permitting" selected sites within the designated priority development area(s)
5. Y N becoming "Redevelopment Ready Certified" to access Michigan Economic Development Corporation (MEDC) financing, resources, and marketing?

BEST PRACTICE HIGHLIGHT: MANISTEE HOUSING ACTION PLAN

The Manistee Housing Action Plan, adopted by the Manistee City Council in October 2019, summarizes housing needs and identifies local policies and actions that could support new housing efforts. Recommendations address zoning, financing, communications and public outreach, tax incentives, and more. The plan was developed through the Rising Tide initiative of the Michigan Economic Development Corporation, in partnership with Beckett & Raeder and Housing North, and is available online at mirisingtide.org/Manistee.



ZONING STRATEGIES

Development begins with zoning, which is a locally-adopted law that regulates where, how, and what type of development is allowed in a community. The right zoning can create a clear, predictable path for developers to follow, resulting in the type of housing that a community wants and needs. But it can also be a barrier, preventing the construction of many types of in-demand homes, increasing development costs, or requiring complex and lengthy approval processes. It's important for communities to make sure that their local zoning ordinances are up-to-date, fair, predictable, and reflective of the community's needs and preferences for housing.

Does your community's zoning ordinance include/allow the following:

1. Y N an established, simple, and easily accessible development approval process
2. Y N lot splits
3. Y N single family homes to be converted to multi-family units
4. Y N expanded boundaries of high density residential districts
5. Y N a mixture of densities and dwelling types that are allowed by right (preferably) or by special use, especially in priority development area(s), including:
 - Y N multi-family housing (townhomes, condos, apartments, duplexes, multiplexes, etc.), with the same/similar lot dimension requirements as single-family homes when practical
 - Y N small minimum dwelling size (450 sq. ft. or less is suggested) for all housing types
 - Y N zero lot line homes
 - Y N dormitory housing or boarding room housing in certain districts under defined conditions
 - Y N mixed-use buildings that allow housing in commercial districts
 - Y N accessory dwelling units (ADUs) or granny flats
 - Y N cottage developments
6. Y N definitions that distinguish between "long-term rental" and "short-term rental"
7. Y N single-room (long-term) rentals in single-family homes
8. Y N an ordinance that regulates short-term rentals, including limiting or prohibiting short-term rentals of non-owner occupied homes in districts targeted for workforce housing
9. Y N an ordinance that allows Planned Unit Developments (PUDs) through a clear, fair, predictable process that encourages inclusion of workforce housing
10. Y N form-based zoning in districts that have been designated as priority development area (s)
11. Y N encourage or incentivize energy efficiency and sustainability to maintain affordability
12. Y N overlay districts to delineate priority development area (s) for workforce housing



ZONING STRATEGIES

Does your community's zoning ordinance allow incentives for workforce housing including:

1. Y N density bonus when retaining open space
2. Y N density bonus when a percentage of units are set aside for workforce housing
3. Y N reduced number of parking spaces required
4. Y N reduced utility hookup fees
5. reduced minimum dwelling and lot width and size for:
 below market-rate housing districts targeted for workforce housing in-fill development
6. Y N height bonuses if residential is incorporated in a mixed-use building
7. Y N emphasizing incentives in priority development area(s)

Has your community considered the following regarding Accessory Dwelling Units (ADUs or "Grannie Flats"):

1. Y N minimal restrictions on ADU height, dwelling size, lot area, ratio of ADU size to primary residence size, maximum number of bedrooms/occupants, and parking
2. Y N ADUs for long-term rentals allowed by-right
3. Y N one attached and one detached ADU is allowed on same property
4. Y N limit or eliminate short-term rental of ADUs in districts targeted for workforce housing

BEST PRACTICES HIGHLIGHT: CITY OF CHARLEVOIX ZONING CHANGES

In response to an urgent need for workforce housing by local businesses, the City of Charlevoix has taken a proactive stance to housing readiness by updating local plans and policies. Beginning in 2017, it began exploring and adopting changes to zoning that would create more opportunities for housing development in the City. Zoning has since been amended to allow accessory dwelling units, conversions of single-family homes to two-family homes, and single-room rentals in owner-occupied homes, all while streamlining approval processes for development. At the same time, the City is exploring innovative ways to regulate short-term rentals in order to ensure that the new housing created by its zoning changes remains available for year-round residency. The City is also exploring other ideas, including use of City-owned property for housing development and infrastructure incentives for residential development.



FUNDING & FINANCING

When building homes that are affordable to the workforce, there is almost always a “gap” between the costs of construction and a price that’s affordable to the end buyer or renter. Builders and partners have to find a way to fill that gap, often with grants, low-interest loans, donations of land, tax incentives, or waived infrastructure or other fees. It often takes a significant investment of time and expertise to find and secure that gap funding or subsidy. Local governments can help by approving tax incentives or other tools, or even providing a local source of funding that can be applied to predevelopment activities and/or financial gaps in a project. These activities demonstrate local commitment and reduced project risk to funders, and can leverage significant investment from public or private sources.

Has your community considered or implemented:

1. Y N working with community development finance institutions (CDFIs) to provide financing for developers and buyers when banks won’t lend
2. Y N adopting an ordinance and clear approval procedures for payment in lieu of taxes (PILOT) incentives
3. Y N establishing a Neighborhood Enterprise Zone to provide tax incentives for home rehabilitation and new residential development
4. utilizing the following to acquire land or fund the development of workforce housing:
 Michigan or county land bank authority Brownfield Redevelopment Authority tax increment financing housing tax exemption Payment In Lieu of Taxes (PILOT) private/government grants private land trusts local investment groups private and public donations other

ENSURING LONG-TERM HOUSING AVAILABILITY AND AFFORDABILITY

Whenever communities work to encourage more housing choice, it’s important to consider how—and for how long – that housing will be made available to the workforce and other long-term residents. There’s often a concern that new homes created under these housing initiatives will be marketed or “flipped” for a windfall profit, and/or that they’ll be converted into short-term rentals like AirBnBs. These practices can be easily avoided with a little forethought and some partnerships with housing agencies and others, through mechanisms like deed restrictions, second mortgages, and community land trusts. These practices require that homes are only eligible to be sold or rented to income-eligible households at an affordable price, and that they’ll be occupied only by the owner or primary renter. Local governments, developers, and community organizations can enter into partnerships with nonprofit developers or housing agencies that routinely manage these types of requirements.

More information on community land trusts and shared equity homeownership is available from the organization Grounded Solutions, online at groundedsolutions.org.



DEVELOPMENT OPPORTUNITIES

A hallmark of successful workforce housing projects is participation and support from a variety of partners: private developers, local governments, community development finance institutions, state agencies, volunteers, and nonprofits. Because development is so expensive, and often require different funding sources, projects tend to be complicated, and require help from multiple partners. Your community can play a key role in streamlining the development process by convening those partners and coordinating projects, while ensuring that local assets and infrastructure are “housing ready.”

Has your community considered or implemented:

1. Y N partnerships with nonprofits, businesses, schools, and private developers to advance workforce housing development?
2. Y N working with partners to market housing development opportunities?
3. Y N whether your current infrastructure supports increased housing density?
4. identifying factors that limit density:
 parking roads soil conditions Brownfield(s) septic/sewer other
5. Y N opportunities to rehab deteriorated, abandoned, or unused buildings or properties for workforce housing?
6. Y N a transparent, easy to follow “developer’s checklist” of zoning and other requirements that must be met before a project is launched?
7. Y N forms and permits that are simple, easy to access, and make the development process as transparent and efficient as possible?
8. Y N establishing or using the county or state land bank authority as a development tool and partner?
9. Y N creating an inventory of local-government owned properties, redevelopment-ready properties, or other sites available and appropriate for housing development?

BEST PRACTICE HIGHLIGHT: LEELANAU HOUSING PARTNERSHIPS

Leelanau County is home to a number of local partners that work closely together on housing initiatives. The Leelanau Housing Action Committee, a committee of the Leelanau County Planning Commission, focuses on building “housing readiness” in the County by working with local governments to share information about housing needs and promote the Housing Ready Checklist, which it developed in 2019. Meanwhile, the Leelanau County Land Bank Authority provides important tax benefits and revenue to kick-start private investment on tax-foreclosed or other properties, in partnership with housing nonprofits like Habitat for Humanity and Leelanau REACH—a volunteer-based local housing nonprofit focused on creating new housing opportunities. With property donations from local philanthropists, financing from community development finance institutions (CDFIs) like the Opportunity Resource Fund, and development assistance from the Traverse City Housing Commission, REACH has coordinated the development of four single-family workforce homes in Northport.



WHEREAS, a market analysis points to a potential demand in [community name] for _units in 2020; and

WHEREAS, national studies have shown development and housing supply to be constrained by rising construction costs, changes in the market, and a labor shortage; and,

WHEREAS, the imbalance between supply and demand is impacting our community's ability to provide housing for young families, seniors, and the workforce, which is affecting the sustainability and growth opportunities of local businesses and schools; and,

WHEREAS, lack of adequate housing has been shown to have serious impacts on the health, access to opportunity, and achievement levels of individuals, particularly vulnerable populations like children and seniors; and

WHEREAS, Housing North is advancing a campaign to raise awareness and support for housing solutions such as the consideration and adoption of common-sense local policies and practices that will increase the supply of housing in our community, and advancement at the state level of policies that expand and improve access to housing resources for all communities; and,

WHEREAS, the Housing Ready Checklist identifies opportunities to improve local policies and practices; and,

WHEREAS, [community name] will complete the Housing Ready Checklist ; and,

WHEREAS, these efforts will create new private investment, jobs and revenue in the form of construction, rehabilitation, management and maintenance, and tax revenue; now, therefore, be it

RESOLVED, that the [community name] endorses the Homes for Our Future Campaign and agrees to engage in the Housing Ready Checklist process.