



VILLAGE OF SUTTONS BAY
Planning Commission
420 N. Front Street, Suttons Bay, MI 49682
June 17, 2026 at 5:00 pm
Regular Meeting Agenda

1. Call to order
2. Roll call and notation of quorum
3. Approval of Agenda
4. Member conflict of interest on any item on the agenda
5. Approval of minutes May 20, 2026 Meeting Minutes
6. Public comment/Written communications (Reserved time for items listed on the agenda). Please limit remarks to no more than three (3) minutes
7. Unfinished Business
8. New Business
 - A. Planning Commission Annual Report
 - B. Driveway Standards in Alleys
9. Public comment
10. Reports
 - a. Zoning Administration Report
 - b. ZBA Report
 - c. Village Council Updates
11. Good of the order
12. Announcements: Next Regular Meeting July 15, 2026 (Third Wednesday)
13. Adjournment

If you are planning on attending this meeting and are disabled requiring any special assistance, please notify the Village Clerk by calling 231.271.3051 or by email at suttonsbay@suttonsbayvillage.org as soon as possible.



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
REGULAR MEETING
Meeting Minutes of May 20, 2026
420 N. Front Street
Suttons Bay, MI 49682

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

Present: F. Smith, Pontius, D. Smith, Hylwa, Feringa, Hetler
Absent: Campbell
Staff present: Patmore & Kopriva
Guests: 1

Approval of Agenda

D. Smith moved, F. Smith seconded, to approve the agenda as presented.
Ayes: 6, No: 0

Conflict of Interest: None

Approval of Minutes

Hylwa moved D. Smith seconded, CARRIED, to approve the Planning Commission meeting minutes of December 17, 2025 as presented. Ayes: 5, No: 0.

Public Comment/Written Communications: None

Old Business: None

New Business:

- A. Election of Officers: Chair Hetler noted that the current officers are herself as Chair, Jarrod Pontius as Vice-Chair, and Steve Feringa as Secretary.
Motion by Hetler to keep the current slate of officers.
Seconded by F. Smith.
Hetler asked if there were any additional nominations – none were offered.
Motion passed 6-0.

- B. Zoning Ordinance Amendments

- i) Driveway Standard in Alleys: Chair Hetler asked ZA Patmore to introduce the topic:
- Patmore explained that on January 14, 2026, the Village ZBA heard an Appeal from a property owner regarding whether the 12' driveway width maximum applies to driveways off an alley.
 - The ZBA ruled that ordinance Section 2-4.D.4.b does not apply to alleys and recommended that the Planning Commission review these standards. The complete ZBA case was included in today's packet.
 - It was noted that the Village DPW is also involved in approving driveways, and has the authority to develop curb-cut standards for driveways.
 - ZA Patmore recommends that the Planning Commission and Staff look at Section 2-4 Driveways in its entirety, including the requirements for permits and the coordination with DPW review.
 - We might want to look at how other Villages handle driveway standards and permits.
 - Sarah will research the topic – there may be a benefit to having standards outside of the zoning ordinance. She will report back to the commission in the future.
 - The consensus of the commission is that there should be at least setback standards for driveways in alleys.
- ii) Other Amendments: Sarah noted that she was working on housekeeping zoning ordinance items, and that the research that she was doing on the PUD section is on hold. She will also look at the Master Plan Implementation priority list.
- iii) Chair Hetler noted that she received a notice from EGLE about a permit application for the property at M-22/ Fourth St. asked if the Planning Commission needs to be involved at this time. It was noted that there has been no zoning application submitted to the Village regarding this property.

C. 2025 Planning Commission Report:

- The draft 2025 report was discussed.
- The PC wanted to add more discussion on the priorities for 2026.
- Sarah will make recommendations to the draft for next month's meeting.

Public Comment;

- Bill Crackel stated that driveway standards in alleys need to be beefed up. He noted an issue with the alley driveway at 422 St. Mary's. Wondered what was happening with EV charging stations.

Reports

- a. Zoning Administrator Report: A written report was included with the packet. The PC had a few questions regarding the permits issued.
ZA Patmore wanted it noted to the Commission that part of their December 2025 Planning Commission approval for the Inland Seas expansion project was a condition that the Applicants obtain approval of the site plan from the fire department and DPW on the removal of the secondary access to the site. Patmore noted that he has had recent conversations with the fire chief and DPW Manager who indicated that Inland Seas has not approached them yet. Inland Seas has indicated that they wish to start construction on their project in June.
- b. ZBA Report: The January ZBA Minutes were included in the meeting packet.
- c. Village Council Updates: D. Smith
 - The Council approved the zoning language for the EV charging stations, and has had discussion regarding a public EV charging station.
 - The Council has had discussions about Elm Street – culverts, walkability, safety concerns and speed limits.
 - The fishing pier was destroyed by ice. EGLE gave an expedited approval to rebuild, and work is scheduled to start this week at a cost of \$44k.
 - The marina project is out for bids.
 - Question for Debra: has there been discussion on replacing the pedestrian bridge? No, it is on hold because of soils issues.

Good of the Order

- D. Smith recommends that the village consider attainable housing and noted that Northport adopted a PILOT ordinance and tax incentives for attainable housing. There was discussion about whether this is a Planning Commission or Council issue.
- F. Smith noted that he felt that the Jefferson Street repaving should have included the addition of a grass strip instead of paving sidewalk to sidewalk.

Reports

Zoning Administration Report- PC had questions about permits issued.
Inland Seas expansion project needs approval from fire department and DPW.
Inland Seas would like to begin construction in June.

Next Regular Meeting is June 17, 2026.

Good of the Order:


D. Smith recommended consideration for attainable housing.

Meeting Adjourned at 5:53pm

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

Notes taken by Steve Patmore, ZA.

Meeting minutes drafted by Dorothy Petroskey, Clerk.

		VILLAGE OF SUTTONS BAY REPORT VSB -2026-0X	
Prepared:	February 26, 2026	Pages:	1 of 2
Meeting:	Planning Commission April __, 2026	Attachments:	<input type="checkbox"/>
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 Process	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

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

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initiative

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

Section 2-4 Access, Driveways, and Private Streets

A. General.

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

Beckett & Raeder, Inc.
535 West William
Suite 101
Ann Arbor, MI 48103

734.663.2622 ph
734.663.6759 fx

www.bria2.com

Petoskey Office
113 Howard Street
Petoskey, MI 49770

231.347.2523 ph
231.347.2524 fx

Traverse City Office
148 East Front Street
Suite 207
Traverse City, MI 49684

231.933.8400 ph
231.944.1709 fx

Grand Rapids Office
100 Cesar E. Chavez Ave
SW Suite 300
Grand Rapids, MI 49503

616.585.1295 ph

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

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

C. *Types and Approval Authority*.

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

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

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

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

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

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

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

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

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

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

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

5.4. Shared Driveway Requirements.

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

b. Design and Construction Requirements.


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

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

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

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

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

		VILLAGE OF SUTTONS BAY ZONING REPORT	
Prepared:	6/12/2026	Pages:	1 of 1
Meeting:	June 2026 PC & Council	Attachments:	0 <input type="checkbox"/>
Subject:	Zoning Report for May 2026		

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADU	ALTERATIONS ADDITIONS	ACCES. STRUCT.	FENCE	COMMERCIAL, SIGNS / OTHER
May 2026	1	0	0	0	0	0	1
Year To Date	9	1	0	2	2	1	3

(Note – permits may be classified under multiple categories)

LUP 26-009 420 N. St. Joseph St. sign

Several Applications under review

ZONING BOARD OF APPEALS

- No Activity

LAND DIVISION

- Questions about potential divisions and transfers.
- One Application for Land Division under review.

OTHER ACTIVITY

- Questions on Land Use Permits, zoning, setbacks, etc.

RECOMMENDATIONS TO PC:

None