



VILLAGE OF SUTTONS BAY

Via Remote Access

Village Planning Commission
420 Front Street, Suttons Bay

June 9, 2021 at 5:00 pm

Agenda

WALKING TOUR OF SOUTH GATEWAY MEET AT SUTTON PARK/AKA SOUTH SHORE PARK

IF INCLEMENT WEATHER SHOULD OCCUR, THE MEETING WILL BE HELD BY Electronic Remote Access, in accordance with Public Act 228 of 2020 Article 3(2) and Resolution 1 of 2021 Declaration of State of Emergency will be implemented in response to COVID-19. The public may participate in the meeting through Zoom access by computer and smart phone and can find the link on our website at www.suttonsbayvillage.org.

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 -April 14, 2021 & May 12, 2021
6. Public comment/Written communications (Reserved time for items listed on the Agenda). Please limit remarks to no more than three (3) minutes
7. Unfinished Business
8. New Business
 - a. Report VSB 2021-21 PC Zoning Ordinance Format- Continued Discussion
 - b. Report VSB 2021-30 PC Annual Report (w/ZBA attached)
9. Public comment
10. Reports
 - a. Zoning Administration Report
 - b. ZBA Report
 - c. Village Council
 - d. Manager's report
11. Good of the order
12. Announcements: The next meeting date is July 14, 2021.
12. Adjournment

Roberto Larrea is inviting you to a scheduled Zoom meeting.

Topic: Village of Suttons Bay Planning Commission

Time: Jun 9, 2021 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81756971111?pwd=dnhGTXpnYk9KOUtRTnZwcGZqZThKZz09>

Meeting ID: 817 5697 1111

Passcode: 005032

One tap mobile

+13126266799,,81756971111#,,,,*005032# US (Chicago)

+19294362866,,81756971111#,,,,*005032# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

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Meeting ID: 817 5697 1111

Passcode: 005032

Find your local number: <https://us02web.zoom.us/j/81756971111?pwd=dnhGTXpnYk9KOUtRTnZwcGZqZThKZz09>



VILLAGE COUNCIL PLANNING COMMISSION
VIRTUAL MEETING MINUTES OF APRIL 14, 2021

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

Present: Hylwa, Hetler, Ostrowski, and Pontius
Absent: Danielson, Smith and Suppes
Staff present: Fay, Larrea and Miller
Sarah Kopriva, Planner

Approval of Agenda

Hylwa moved, Ostrowski seconded, CARRIED, to approve the Agenda as presented by an affirmative unanimous roll call vote. Ayes: 4, No: 0.

Approval of minutes

Ostrowski moved, Hylwa seconded, CARRIED, to approve the March 10, 2021, Planning Commission meeting minutes by an affirmative unanimous roll call vote.
Ayes: 4, No: 0.

Report VSB 2021-21 Zoning Ordinance Format Discussion

Commissioners requested the opportunity to review examples of Zoning Ordinances in their entirety, that use the format being discussed and considered. Larrea referred them to the Garfield Township and East Bay Township Zoning Ordinances. Pontius requested color consistency in the ordinance with the overall Zoning Map. Commissioners requested the Zoning Ordinance Format Discussion be placed back on next month's agenda to give Commissioner's time to review other examples of Zoning Ordinances using the format being considered.

Report VSB 2021-22 Updates and Discussion Topics

Parks and Rec Plan - Village staff will continue to review and make changes to the draft during the next couple of weeks. A copy will then be printed and funneled through Commissioners for review. It is necessary for public to have face to face interactions with this plan. Staff will continue to brainstorm on how to accomplish this, safely.

Housing discussion – Housing will be part of the Master Plan update and will be vetted more thoroughly at that time. Ostrowski will review the current Zoning Ordinance and

see if there are any sections that match the affordable housing action items, or that can be changed to align with any of the action items.

Short Term Rentals – Staff have started to research, gather and compile Village Short Term statistics to present to Village Council. The current Short Term Rental Ordinance will then be discussed and amended if necessary. Commissioners requested a copy of the research once it is ready.

ADU's – Ostrowski stated the Village currently allows 600-800 square feet ADU's, while other surrounding areas allow 800-900 square feet ADU's.

Public Comment

Lois Bahle encouraged Commissioners to also view the Zoning Ordinances in Empire and Glen Arbor. Bahle suggested placing the Parks and Rec Plan up on the wall inside the Fire Hall for public viewing allowing comments by placing sticky notes. Bahle believes an inventory should be taken of STR housing units in the Village. Bahle stated there is legislation with the State of Michigan on changing the taxing structure of STR's, and that Mackinaw Island has a good model for affordable housing. She stated water and sewer should be allowed outside the Village because there is capacity to accommodate such.

Reports

Manager's Report – Larrea stated staff have been making improvements at Marina Park by moving the swing sets, adding picnic tables and two new volleyball courts. Sand has been added to the beach area saturated by water. The wedge area that is part of Water Wheel Park has been cleaned up, and a new water bottler filler will be placed there. The pop-up park on Front Street will be improved with planters. The pathway by Barkentines will be repaired. Suttons Park is being cleaned up. A concrete path will be installed and the parking lot will be moved. Council has been working on amending policies and ordinances, specifically the fences and map section of the Zoning ordinance already approved by this Commission, and the Marina and Peddlers ordinance. Larrea presents an ongoing Work Plan listing priorities to Council quarterly, and will provide a copy to PC at the next meeting. Village banners are being developed to hang on the light poles when they are not in use by others.

Good of the Order

Ostrowski asked why so much sand has been placed at Marina Park, and wondered if the public had input into that decision. He further suggested building restrooms at Water Wheel park.

Hylwa stated his has heard positive comments from others on the new sand at Marina Park and wondered the cost of the sand.

Pontius asked if there are plans for more water bottle fillers within the Village and Larrea responded, yes. He also wondered if the Village could take it further by offering to businesses for resale water bottles with the Village logo. Pontius believes affordable housing should be considered in the Township.

Announcements - The next Planning Commission meeting will be May 12, 2021, at 5:00 p.m.

Adjournment

Ostrowski moved, Pontius seconded, CARRIED, to adjourn the meeting by an affirmative unanimous roll call vote. Ayes: 4, No: 0. The meeting adjourned at 6:24 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
MEETING MINUTES OF MAY 12, 2021

The meeting was called to order at 5:08 p.m., by Chairperson Hetler.

Present: Danielson, Hetler, Hylwa, Ostrowski, Pontius, Smith and Suppes
Staff: Sara Kopriva, Planner

Approval of Agenda

Ostrowski moved, Smith seconded, CARRIED, to approve the agenda as presented, with an affirmative unanimous roll call vote. Ayes: 7, No: 0.

Public Comment/Written Communications

Bahle suggest rearranging the Agenda to allow for all public comments to come first, and not just comments relative to the agenda.

Report VSB 2021-21 PC Zoning Ordinance Format

Following discussions, it was the consensus of Commissioners to move forward with the new format, however Commissioners would like the original chart placed at the end in a reference section, as a comparison document.

Regarding Special Use Permits, it was the consensus of Commissioners not to change the uses to "Permitted by Right with Conditions", with administrative staff oversight, until such time Commissioners understand the uses and additional standards that would be moved into that section. Kopriva will work on the specific details for the next meeting.

South gateway. Commissioners prefer an up north look of natural materials such as wood and stone, nothing to modern. They would like photos that are more appropriate and realistic and that would depict the current architectural character of the Village such as cottages or Victorian styled homes with front porches.

North gateway. Commissioners recommend the photos as presented.

Commissioners questioned the purpose of changing sections to R1, R2, and R3. Kopriva will check with Larrea but believes the change is consistent with most ordinances in other communities, providing continuity to those who frequently review ordinances.

Report VSB 2021-30 PC Annual Report

Commissioners requested a ZBA summary be added to the Annual report. They would like the Annual report with the ZBA summary be placed back on the next P C Agenda. In addition, correct the Pages to read as, Pages: 1 of 2, on the Report.

Public Comment

Lois Bahle stated her support for "Use by Right" for smaller projects noting time is money. She believes the pictures in the south gateway may be too restrictive and supports diverse designs. Bahle asked about progress on Short Term Rentals and suggests the Village conduct an inventory so that we know how many STR's are in the Village.

Good of the Order


Hylwa thought the newsletter was very good.

Announcements: The Next Planning Commission meeting is June 9, 2021 at 5:00 p.m.

Adjournment

Smith moved, Pontius seconded, CARRIED, to adjourn the meeting with an affirmative unanimous roll call vote. The meeting adjourned at 6:07 p.m. Ayes: 7, No: 0.

Meeting minutes submitted by Shar Fay, Village Clerk.

		VILLAGE OF SUTTONS BAY REPORT VSB -2021- 39	
Prepared:	June 3, 2021	Pages:	1 of 1
Meeting:	June 9, 2021	Attachments:	<input type="checkbox"/>
Subject:	Walking Audit – South Gateway		

PURPOSE

To evaluate and discuss various zoning regulations in the SG district.


STAFF COMMENT

Over the past year we have been evaluating various portions of the zoning ordinance in order to provide a more user-friendly product. This project appears to have stalled over the past several months. The walking audit is intended to move this process forward.

It should be mentioned that Planning Commissioners are tasked with working towards “fixing” the zoning ordinance. The Village Council and DDA are aware of various ordinance shortcomings that prevent the development and redevelopment of various parcels and structures in our community. Without addressing these shortcomings, the economic future of our Village core will be unnecessarily challenged.

REQUESTED ACTION

None.

		VILLAGE OF SUTTONS BAY REPORT VSB -2021- 30	
Prepared:	April 16, 2021	Pages:	1 of 2
Meeting:	May 12, 2021/June 9, 2021	Attachments:	<input type="checkbox"/>
Subject:	PC Annual Report		

Introduction

This 2020 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, as required above, and will also outline the activities of Staff in the 2020 year.

Administration

Staff was responsible for generating 67 reports 2020, to the Village Council, Village planning Commission, DDA, and Parks and Recreation Committee. This number has been consistent of the past two years and far exceeds those generated pre-2019. Routine tasks also include site visits, dialogue with the development community reviewing and amending the 2018 Village Zoning Ordinance & Zoning Map, drafting a new Parks & Recreation plan, and applying for and administering grants (thanks Dorothy).

Zoning Administration

Leslie issued 11 Land Use Permits, participated in the zoning ordinance review and discussions, and continues to enforce adopted ordinance.

Planning Commission

The Planning Commission meets the second Wednesday of each month and is responsible for reviewing development applications, preparing plans, and advising the Village Council on development matters and zoning amendments. This schedule will continue throughout 2021.

Village Zoning Ordinance

Following years of work by the Planning Commission, the new Village Zoning Ordinance was adopted in 2018; however, the format has proven to be less than user friendly.

- A waterfront study was prepared to determine if an ordinance amendment was warranted. Residents of the district were mostly opposed to lowering the minimum dimensional standards. No action was taken.
- An amendment to correct an inadvertent change to the zoning map was processed and approved by council.

PLANNING COMMISSION

- Ongoing discussions to include form base into the ordinance were generally accepted.

Parks & Recreation Plan

A community survey was drafted and mailed to ALL Village residents to solicit public opinion on how we could improve our park system. The information received was very informative however it appeared to be limited from a demographic stand point. To expand our community outreach, the Village partnered with Suttons Bay High School who distributed 140 surveys to students and had a return of 104. This missing demographic proved very insightful and will assist with creating parks that encourage multigenerational interaction. The Village staff installed 32 square foot chalk boards at all our parks titled YOUR PARK, YOUR IDEAS to give visitors of the park, a platform to be heard. The chalkboards were placed at all our parks, throughout the 2019 and 2020 Summer season, and were photographed and cleaned every Monday or on an as needed basis. This was a popular community engagement tool and provided a fun platform for visitors.

Conclusion

2021 should prove to be a very busy and exciting year as we anticipate continued work on the Zoning Ordinance, and beginning the process for drafting a new Master Plan.

RECOMMENDATION:

The following motion would be appropriate should the Planning Commission be prepared to accept and forward the 2020 Annual Report to the Village Council:

THAT the 2020 Planning Commission Annual Report, as contained in Report VSB-2021- 30 BE ACCEPTED and forwarded to the Village Council as required by Section 19(2) of the Michigan Planning Enabling Act.



ZONING BOARD OF APPEALS 2020 APPEALS

Appeal Request 3-19; Bahle Enterprises Inc., owners, on a parcel of land commonly known as 210 N. St. Joseph Street, Suttons Bay; property identification number 45-043-768-136-00, Central Business (CB), Zoning District. The request is for a variance to allow a fence, constructed without a land use permit, and placed too close to the south side property line to remain. Specifically a variance from Section 2-21B.3.b which requires that fences shall not be erected within one (1) foot of any lot line. The applicant is requesting that the fence remain on the property line resulting in a zero (0') foot setback.

This appeal was denied unanimously per the ZBA, the PC subsequently made an amendment to the Section 2-21, thus the fence is now conforming.

Appeal Request 1-20; Kelly & Dorothy Stradinger, owners, on a parcel of land commonly known as 502 N. St. Mary's Street, Suttons Bay; property identification number 45-043-776-377-00, Central Residential (CR), Zoning District. The request is for a variance to replace an aging two-story detached garage. Specifically a variance from Section 4.3 Spatial Requirements which requires that detached garages be 6' from a side yard and 10' from an alley. The applicant is requesting a 1' side yard variance (resulting in a 5' setback) and a 5' alley variance (resulting in a 5' alley setback).

Withdrawn.

Appeal Request 2-20; Michelle Newton & Susan Firestone, owners, on a parcel of land commonly known as 210 N. St. Mary's Street, Suttons Bay; property identification number 45-043-776-088-00, Central Residential (CR), Zoning District. The request is for a variance to construct a covered porch. Specifically a variance from Section 4.3 Spatial Requirements which requires that covered porches be built a minimum of 15' from the road. The applicant is requesting a 6.5' front yard variance (resulting in an 8.5' setback from St. Mary's Street)

This appeal was approved unanimously per the ZBA.

Submitted By: Leslie Couturier, MiCZA
Zoning Administrator