



## VILLAGE OF SUTTONS BAY

### Via Remote Access

Village Planning Commission  
420 Front Street, Suttons Bay

March 10, 2021 at 5:00 pm

### Agenda

**Electronic Remote Access, in accordance with Public Act 228 of 2020 will be implemented in response to COVID-19 social distancing requirements and Michigan Health and Human Services restrictions of indoor gatherings. The public may participate in the meeting through Zoom access by computer and smart phone and can find the link on our website at [www.suttonsbayvillage.org](http://www.suttonsbayvillage.org)**

1. Call to order
2. Roll call and notation of quorum
3. Approval of Agenda
4. Member conflict of interest on any item on the Agenda
5. Approval of minutes -February 10, 2021
6. Public comment/Written communications (Reserved time for items listed on the Agenda). Please limit remarks to no more than three (3) minutes
7. Old Business
  - a. Public Hearing-Report VSB 2021-13 Map Amendment
  - b. Public Hearing Report VSB 2021-14 Fence Amendment
8. New Business
  - a. Planner Introduction-Sara Kopriva
9. Public comment
10. Reports
  - a. Zoning Administration Report
  - b. ZBA Report
  - c. Manager's Report
  - d. Village Council updates
11. Good of the order
12. Announcements: The next meeting date is April 14 2021.
14. Adjournment

Topic: Village of Suttons Bay Planning Commission

Time: Mar 10, 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

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VILLAGE OF SUTTONS BAY  
PLANNING COMMISSION  
MEETING MINUTES OF February 10, 2021  
VIA ZOOM (an online audio and web conferencing platform)

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

Present: Hetler, Hylwa, Ostrowski, Smith and Suppes, Danielson  
Absent: Pontius  
Staff present: Couturier and Miller  
There were no guests in attendance

Approval of Agenda

***Smith moved, Ostrowski seconded, CARRIED, to approve the Agenda, with the addition of Election of Officers under Old Business a., with an affirmative unanimous roll call vote. Ayes: 6, No: 0.***

Approval of minutes

***Suppes moved, Ostrowski seconded, CARRIED, to approve the December 9, 2020, Planning Commission meeting minutes with an affirmative unanimous roll call vote. Ayes: 6, No: 0.***

Public Comment. None presented.

Planning Commission Election of Officers

***Suppes moved, Ostrowski seconded, CARRIED, to maintain the current slate of officers; Hetler – Chair, Smith – Vice-Chair, and Danielson – Secretary. The motion passed with an affirmative unanimous roll call vote. Ayes: 6, No: 0.***

Report VSB 2021-02 Map Amendment

Parcel 45-043-821-008-00 - 841 N. St. Joseph Street  
Parcel 45-043-821-009-00 - 803 N. St. Joseph Street  
Parcel 45-043-821-010-00 - 801 N. St. Joseph Street

MAP AMENDMENT TO THE VILLAGE OF SUTTONS BAY ZONING MAP

The Village of Suttons Bay Planning Commission is seeking approval to rezone the above referenced parcels located in the northern part of the Village on the west side of St. Joseph Street/M-22. The request is to change the parcels from the Planned Unit Development, PUD Zoning District to the Newer Village Residential District. These three parcels were inadvertently added to the PUD zoning district a number of years ago.

***Smith moved, Hylwa seconded, CARRIED, that the proposed amendment to the Village of Suttons Bay Zoning Map, as described in Report VSB 2021-02, be scheduled for a public hearing at a future Planning Commission meeting. The motion passed with an affirmative unanimous roll call vote. Ayes: 6, No: 0.***

Village of Suttons Bay – 420 N Front Street – P O Box 395 – Suttons Bay, MI 49682 – 231.271.3051  
[suttonsbay@suttonsbayvillage.org](mailto:suttonsbay@suttonsbayvillage.org)

Ostrowski left the meeting at 5:15pm.

Report VSB 2021-03 Fence Amendment

ZONING ORDINANCE AMENDMENT 2021-03

**Section 2-21 Walls and Fences**

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3. Placement.
  - a. No fence shall be located below the Lake Michigan historic high-water elevation of (582.3 feet IGLD 1985).
  - b. No fence or wall shall be erected ~~within one (1) foot of any lot line abutting a street right-of-way line and shall not as~~ obstruct a clear vision area (Section 2-19).
  - c. If one side of the fence has a finished side, that side shall face adjacent properties, the water or streets.

***Suppes moved, Danielson seconded, CARRIED, that the proposed amendment to the Village of Suttons Bay Zoning Map, as described in Report VSB 2021-03, be scheduled for a public hearing, at a future Planning Commission meeting. The motion passed with an affirmative unanimous roll call vote. Ayes: 5, No: 0.***

Public Comment. None Presented.

Reports

Village Council Updates

Suppes stated the amended Land division Ordinance would be going before the Village Council for approval.

Good of the Order

Suppes presented to the Planning Commission information derived from recent research he had done on public rest rooms in other villages.

Announcements

The next Planning Commission meeting will be March 10, 2021, at 5:00 p.m.


Adjournment

***Suppes moved, Smith seconded, CARRIED, to adjourn the meeting, with an affirmative unanimous roll call vote. Ayes: 5, No: 0.***

The meeting adjourned at 5:30 p.m.

Meeting minutes submitted by Leslie Couturier, Village Zoning Administrator



		<b>VILLAGE OF SUTTONS BAY</b> <b>REPORT VSB -2021-13</b>	
Prepared:	February 10, 2021	Pages:	1 of 1
Meeting:	March 10, 2021	Attachments:	<input checked="" type="checkbox"/>
Subject:	Map Amendment-Public Hearing		

**PURPOSE**

To hold a public hearing for a map amendment to correct the inadvertent rezoning of the properties described below:

- 45-043-821-008-00 - 841 N. St. Joseph Street
- 45-043-821-009-00 - 803 N. St. Joseph Street
- 45-043-821-010-00 - 801 N. St. Joseph Street

**BACKGROUND**

In reviewing the zoning map, it appeared that the Village unintentionally changed the zoning of three parcels of land upon the adoption of the 2018 Zoning Map. Staff immediately began the process of reviewing past ordinances and maps to determine if that in fact occurred. Once confirmed, Staff reached out to the owners of the above listed properties to inform them of the error. The purpose of the amendment before you, is to correct the issue by rezoning the parcels from the PUD district to the Newer Village Residential (NVR) zoning district.



To clarify, the property description on at least one of the properties includes waterfront property on the east side of M-22. It has been requested that this portion be rezoned also, however, this amendment does not address that request. The property on the waterfront portion is currently zoned Single-family Waterfront Residential (SFWR). Previous ordinance and maps dating back to the early 2000's have it zoned the same. In addition, the planning commission recently completed an evaluation of the waterfront district and it was determined that we would postpone further discussion of this area until master plan discussions have begun. This amendment is specific to fixing an error and inadvertent rezoning only.

**ACTION REQUESTED:**

Following the public hearing:

**MOTION to recommend that the Village Council adopt** the proposed amendment to the Village of Suttons Bay Zoning Map, as described in Report VSB-2021- 13.

STATE OF MICHIGAN  
COUNTY OF LEELANAU

VILLAGE OF SUTTONS BAY

AMENDMENT TO THE VILLAGE ZONING MAP

The Village of Suttons Bay Planning Commission will hold a public hearing regarding the following Zoning Map Amendment at their Commission Meeting scheduled on Wednesday, March 10, 2021 at 5:00 P.M.

Parcel 45-043-821-008-00 - 841 N. St. Joseph Street

Parcel 45-043-821-009-00 - 803 N. St. Joseph Street

Parcel 45-043-821-010-00 - 801 N. St. Joseph Street

MAP AMENDMENT TO THE VILLAGE OF SUTTONS BAY ZONING MAP


The Village of Suttons Bay Planning Commission is seeking approval to rezone the above referenced parcels located in the northern part of the Village on the west side of St Joseph Street/M-22. The request is to change the parcels from the Planned Unit Development, PUD Zoning District to the Newer Village Residential District.

Information regarding the request may be examined by contacting the Office of Planning & Zoning at the Village of Suttons Bay, during regular business hours of 8:00 a.m. – 4:00 p.m., Monday through Thursday, and 8:00 a.m. – Noon on Friday, at 231-271-3051 or by email at [zoning@suttonsbayvillage.org](mailto:zoning@suttonsbayvillage.org). Comments may be made in writing, addressed to Leslie Couturier, c/o Village of Suttons Bay, PO BOX 395, Suttons Bay, Michigan 49682.

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

Dial by Phone: +1 312 626 6799 Meeting ID: 817 5697 1111 Passcode: 005032

		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2021- 14</b>	
Prepared:	March 2, 2021	Pages:	1 of 1
Meeting:	March 10, 2021	Attachments:	<input type="checkbox"/>
Subject:	Fence Amendment		

**PURPOSE**

To hold a public hearing for an amendment to the zoning ordinance to eliminate the 1-foot setback to fences.

**OVERVIEW**

The planning commission reviewed a more modern fence section in 2020, which was intended to replace the current fence standards. It was determined at that time we would be moving towards a version that will incorporate visuals to help guide those intending to erect a fence and/or screening. Although we are not yet prepared to move forward with the amendment that will replace Section 2-21 in its entirety, I would recommend a simple housekeeping amendment for the time being.

Our current standards require a fence to be located one foot from the property line for the purpose of not obstructing a clear vision area. Although it is common to have such a provision, it is not common to have a 1-foot setback. That 1-foot setback should be eliminated since it fails to serve a public purpose. Furthermore, Section 2-20 Traffic Visibility, already addresses the safety issue making the provision unnecessary and redundant.

**ACTION REQUESTED**

**MOTION to recommend that the Village Council adopt the proposed amendment to the Village of Suttons Bay Zoning Ordinance Section 2-21, as described in Report VSB-2021- 14.**



STATE OF MICHIGAN  
COUNTY OF LEELANAU

VILLAGE OF SUTTONS BAY

AMENDMENT TO THE VILLAGE ZONING ORDINANCE

The Village of Suttons Bay Planning Commission will hold a public hearing regarding the following Zoning Ordinance Amendment at their Commission Meeting scheduled on Wednesday, March 10, 2021 at 5:00 P.M.

ZONING ORDINANCE AMENDMENT 1-2021

The Village of Suttons Bay Planning Commission will be holding a public hearing to amend the following Section of the Zoning Ordinance:

**Section 2-21            Walls and Fences**

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3.     Placement.
  - a.     No fence shall be located below the Lake Michigan historic high-water elevation of (582.3 feet IGLD 1985).
  - b.     No fence or wall shall be erected ~~within one (1) foot of any lot line abutting a street right-of-way line and shall not~~ as obstruct a clear vision area (Section 2-19).
  - c.     If one side of the fence has a finished side, that side shall face adjacent properties, the water or streets.

Complete copies of the Ordinance Amendment proposal are available on line at [suttonsbayvillage.org](http://suttonsbayvillage.org). Information regarding the request may be examined by contacting the Office of Planning & Zoning at the Village of Suttons Bay, during regular business hours of 8:00 a.m. – 4:00 p.m., Monday through Thursday, and 8:00 a.m. – Noon on Friday, at 231-271-3051 or by email at [zoning@suttonsbayvillage.org](mailto:zoning@suttonsbayvillage.org). Comments may be made in writing, addressed to Leslie Couturier, c/o Village of Suttons Bay, PO BOX 395, Suttons Bay, Michigan 49682.

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