



VILLAGE OF SUTTONS BAY

Via Remote Access

Village Planning Commission

420 Front Street, Suttons Bay

May 11, 2022 at 5:00 pm

Agenda

There will also be a Zoom link (which can be found on our website at www.suttonsbayvillage.org) for remote attendance for those members of the public wishing to participate.

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 13, 2022
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 Accessory Dwelling Units
 - B. Public Hearing Harbor Heights
8. New Business
 - A. Conditional Rezoning Request- Introduction and Preliminary Review
9. Public comment
10. Reports
 - a. Zoning Administration Report
 - b. ZBA Report
 - c. Village Council Updates
11. Good of the order
12. Announcements: The next meeting date is June 1, 2022-Special Meeting Master Plan Kick-off and Regular meeting on June 8, 2022.
13. Adjournment



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
MEETING MINUTES OF APRIL 13, 2022

The meeting was called to order at 5:00 p.m., by Pontius, Secretary.

Present: Feringa, Hylwa, Ostrowski, Pontius and Suppes
Absent: Hetler and Smith
Staff present: Kopriva, Planner

Approval of Agenda

Ostrowski moved, Hylwa seconded, CARRIED, to approve the agenda as presented.
Ayes: 5, No: 0.

Approval of Minutes

Suppes moved, Hylwa seconded, CARRIED, to approve the March 9, 2022, Planning Commission meeting minutes. Ayes: 5, No: 0.

Public Comment

Larry Mawby voiced his support to amend the Zoning Ordinance to allow ADU rentals on a non-owner-occupied parcel, providing they are long term rentals and not short-term rentals.

Gail Hetler referred to a recent article in the Ticker regarding ADU's. She further voiced her support for ADU rentals on an owner-occupied parcel.

Accessory Dwelling Units

Suppes moved, Ostrowski seconded, CARRIED, to schedule a public hearing for May 11, 2022, at 5:00 p.m., for the purpose of amending the Zoning Ordinance to change the regulations related to ADU's, removing the language that the owner of the parcel where an ADU exists shall reside on the property, and to change the language so that ADU's in all of the Village's districts do not exceed 800 square feet, and meet all other requirements. Ayes: 5, No: 0.

Harbor Heights Introduction and Preliminary Review

Jeff Cockfield, Grand Traverse Engineering and Michael Niedzielski, Northporte Development, LLC, presented the project, noting the only change would be for 32 dwelling units, comprising of 16 duplexes instead of 32 multi-family residential units in six buildings.

Ostrowski moved, Pontius seconded, CARRIED to schedule a public hearing on the PUD major amendment for Harbor Heights for May 11, 2022, at 5:00 p.m., subject to applicant submitting a plan with corrected legal description, zoning designations, entire project plan, and table of modifications as required by the Ordinance. Ayes: 5, No: 0.

Public Comment

Gail Hetler inquired about the status of the Parks and Rec Plan. Hetler further stated that regarding ADU's, she prefers one of the units be owner occupied.

Richard Baldwin, Larry Mawby, Armanda Krantz and Mrs. Elmore commented on ADU's.

Zoning Administration Report

The ZA report was submitted by Couturier and can be found in this meeting packet.

Village Council updates – Suppes stated a request has been made to Village Council to approve a study on installing two more stop signs at Elm and 4th Street, making it a three way stop.

Good of the Order

Kopriva requested Commissioners turn in any comments or suggestions by month end, on the proposed Parks and Rec Plan. It is the hope to have the Parks and Rec plan on the June agenda.

Ostrowski asked what the definition of "pending" means when referring to ex-parte communication? Kopriva stated that as long as there is no application pending, communication should be acceptable, however all communication should be disclosed at a Planning Commission meeting.

The next Planning Commission meeting will be held on May 11, 2022, at 5:00 p.m.

The meeting adjourned at 6:20 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.

NOTICE OF PUBLIC HEARING
VILLAGE OF SUTTONS BAY
LEGAL NOTICE

Notice is hereby given in compliance with the Zoning Ordinance of the Village of Suttons Bay, Michigan, that a public hearing will be held before the Village of Suttons Bay Planning Commission for a zoning ordinance amendment.

Amendment to Section 9-2 Accessory Dwelling Units of the Village of Suttons Bay Zoning Ordinance to read as follows:

- A. Size. Accessory dwelling units shall not exceed 800 square feet.
- B. Setbacks. Accessory dwelling units are subject to the setback and height requirements for principal buildings within the applicable zoning district
- C. (Current language removed)

A public meeting before the Village Planning commission on the amendment will be held at 5:00 p.m. on May 11, 2022, at the Village of Suttons Bay Meeting Room, 420 N. Front Street, Suttons Bay, Michigan, at which time and place any person determining to be heard may be present.

Information regarding this request and the Village Zoning Ordinance are available for public review at the Village Office located at 420 N. Front Street, Suttons Bay, Michigan 49682, during regular business hours. Written comments may be sent to the Clerk at PO Box 395, Suttons Bay MI 49682 or by email at suttonsbay@suttonsbayvillage.org.

NOTICE OF PUBLIC HEARING
VILLAGE OF SUTTONS BAY
IN THE MATTER OF THE PLANNED UNIT DEVELOPMENT APPLICATION

NORTHPORTE DEVELOPMENT LLC

LEGAL NOTICE

Notice is hereby given in compliance with the Zoning Ordinance of the Village of Suttons Bay, Michigan, that a public hearing will be held before the Village of Suttons Bay Planning Commission upon the application of **North Porte Development LLC** for a planned unit development amendment relating to property number 043-821-005-15, located at the north end of N. Duester Park Lane in the Village of Suttons Bay.

This application is filed for the purpose of a major amendment to the North Bluff Addition (Harbor Heights) of the Harbor Club Planned Unit Development (PUD), pursuant to the requirements of Section 8 of the Village of Suttons Bay Zoning Ordinance.

A public meeting before the Village Planning Commission the request will be held at 5:00 p.m. on May 11, 2022, at the Village of Suttons Bay Meeting Room, 420 N. Front Street, Suttons Bay, Michigan, at which time and place any person determining to be heard may be present.

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