



VILLAGE OF SUTTONS BAY
Planning Commission
420 N. Front Street, Suttons Bay, MI 49682
May 21, 2025 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 April 16, 2024, 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. Proposed Zoning Ordinance Amendment(s)-Public Hearing
 - b. Master Plan Priority Checklist-Where to Start
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 June 18, 2025 (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 April 16, 2025
420 N. Front Street
Suttons Bay, MI 49682

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

Present: Feringa, Pontius, Hylwa & Campbell
Absent: Hetler, F. Smith & D. Smith
Staff present: Petroskey, Patmore and Kopriva
Guests: Larry Mawby, Julie Bravender & David Dean

Approval of Agenda by Consensus

Conflict of Interest: None

Approval of Minutes

Hylwa moved, Feringa seconded, CARRIED, to approve the Planning Commission special meeting minutes of November 13th, 2024 as presented. Ayes: 4, No: 0.

Public Comment/Written Communications

Julie Bravender, Suttons Bay Harbor House asked if the commission would consider a text amendment for Bed & Breakfasts that would focus on occupancy rather than bedrooms to allow up to 10 people.

Larry Mawby, Peninsula Housing stated that Peninsula Housing and the Land Bank were purchasing part of the school property located on the south west portion off of Herman Road which consists of 9 acres. They are hoping to have it rezoned for residential housing. They expect to close at the end of May. Peninsula housing will host a community event to ask the public what they would like to see there. Peninsula Housing will be leasing the athletic fields back to the school for a three-year period. He added that the purchase does not include the current baseball field at the high school.

New Business:

A. Election of Officers:

Richard Hylwa nominated the current slate of officers.

Hylwa moved, Feringa seconded, CARRIED, to elect Gail Hetler, Chair, Jared Pontius as Vice Chair and Steve Ferringa as Secretary Ayes: 4, No: 0.

B. Master Plan-Planning Commission Priorities Continued

Commission members moved forward on completing a list of the priorities for the Village Master Plan. Commission members rated each one by high, low or medium and the time frame of 1, 3 or 5 years to accomplish. The commission members were able to finish Economic Development and Community Identity which completed the task. Planner Kopriva will provide commission members with a finalized copy.

C. Report VSB-2-24-56 2024 Annual Report

The Commission was presented with the annual report outlining the accomplishments of 2024. Feringa moved, Hylwa seconded, CARRIED, to forward the Planning Commission Report to the Village Council for approval. Ayes: 4, No: 0.

D. Proposed Zoning Amendments

The commission was provided with various housekeeping amendments for the planning commission to consider. Planner Kopriva stated that much of the language is being added or changed to clarify the meaning or requirements of the ordinance. Proposed changes will affect the following sections:

2-14 A. Setbacks clarifying the location of the front lot line.

9-14 A. Prohibit Marihuana Establishments and Facilities - Removing Duplicate language in Ordinance

10-3 B. On Street Parking Exemption- Required Off-Street on-site parking as it relates to overnight occupancy.

10-3 Parking Requirements by Zoning District changes to the table in the Mixed- Use District

Central Business	<ul style="list-style-type: none">▪ Residential/Hotel/Bed and Breakfast: One (1) parking space for each dwelling or hotel room.▪ All off Street parking will be located off of an alley or Front Street.
North Gateway	<ul style="list-style-type: none">▪ Residential: Two (2) spaces plus one (1) additional space if an accessory dwelling is constructed.▪ Hotel/Bed and Breakfast: One(1) space per room plus one (1) space

	<p>per employee working at peak hours.</p> <ul style="list-style-type: none"> Overall: A maximum of four (4) parking spaces per parcel.
South Gateway	<ul style="list-style-type: none"> Residential: Two (2) spaces plus one (1) additional space if an accessory dwelling is constructed. Apartment/Hotel/Bed and Breakfast: One (1) space per apartment or hotel room. Other Uses: One (1) space per employee.

5-3 Spatial Requirement Table as it relates to front parking setback

10-2 General Requirements Adding language from 10-2A to spatial requirements 5-3

20-11 Definitions Setback definition which clarifies the location of the Front Line

18-3 Zoning Ordinance Amendments allowing a property owner to initiate a text amendment

Feringa moved, Campbell seconded, CARRIED, to schedule a public hearing for May 21, 2025 on the Housekeeping amendments presented. Ayes: 4, No: 0.

Reports

Zoning Administration Report-as presented. Patmore adding that phone inquiries are picking up.

Village Council Report: No Report

Zoning Board of Appeals-Did not meet.

Good of the Order-None

Next Regular Meeting is May 21, 2025.

The meeting adjourned at 5:25 p.m.

Meeting minutes submitted by Dorothy Petroskey, Clerk.

STATE OF MICHIGAN
COUNTY OF LEELANAU

VILLAGE OF SUTTONS BAY

The Village of Suttons Bay Planning Commission will hold a public hearing at the Village office meeting room located at 420 Front Street, Suttons Bay at their regular Planning Commission Meeting scheduled for Wednesday, May 21, 2025 at 5:00 P.M. regarding the following housekeeping text amendment(s) in the following sections:

Section 2-14 Setbacks, Yards, Lots, and Parcels

- 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.

Section 9-14 Prohibition on Marihuana Establishments and Facilities.

Remove Duplicate language.

- A. Marihuana facilities are prohibited within the boundaries of the Village of Suttons Bay.

Section 10-3 Required Off-Street Parking

- A. *Parking Placement.* All off-street parking for uses in the SB District, Mixed-Use Districts, and for multi-family buildings shall be located to the side or the rear, or internal to the site.
- 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). **On-site parking requirements shall be required and not exempt for residential use or uses requiring overnight occupancy such as hotels and bed and breakfasts.**

Table 10-3 Parking Requirements by Zoning District		
Mixed Use Districts		
CB	Central Business	<ul style="list-style-type: none">▪ Residential/Hotel/Bed and Breakfast: One (1) parking space for each dwelling or hotel room.▪ All off Street parking will be located off of an alley or Front Street.
NG	North Gateway	<ul style="list-style-type: none">▪ Residential: Two (2) spaces plus one (1) additional space if an accessory dwelling is constructed.▪ Hotel/Bed and Breakfast: One (1) space per room plus one (1) space per employee working at peak hours.▪ Overall: A maximum of four (4) parking spaces per parcel.
SG	South Gateway	<ul style="list-style-type: none">▪ Residential: Two (2) spaces plus one (1) additional space if an accessory dwelling is constructed.▪ Apartment/Hotel/Bed and Breakfast: One (1) space per apartment or hotel room.▪ Other Uses: One (1) space per employee.
BV	Bay View	<ul style="list-style-type: none">▪ Retail: One (1) space per 800 sq. ft. of floor space.

Table 10-3 Parking Requirements by Zoning District

	<ul style="list-style-type: none"> ▪ Hotel: One (1) space per room plus one (1) space per employee working at peak hours. ▪ Restaurants & Taverns: One (1) space for every eight (8) seats. ▪ Offices: One (1) space per 400 sq. ft. of floor space. ▪ Single Family & Two-Family Residential: Two (2) spaces per dwelling unit. ▪ Multi-Family/Townhouse: Two (2) spaces per dwelling unit.
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Section 5-3

Spatial Requirements

- A. *Spatial Requirements- Mixed Use Districts.* All lots shall meet the minimum area and width requirements of Table 5-3. New lots shall not be created, except in conformance with these requirements. All structures and their placement on a lot shall conform to the minimum dimensional requirements listed in Table 5-3.

Table 5-3 Spatial Requirements- Mixed Use Districts

Zoning District		CB	NG	SG	BV
Front Parking Setback (ft.)		25 min.	15 min	15 min	15 min
	Secondary Street	50	-	-	-

Section 10-2

General Requirements (Adding this language to Table 5-3 above)

- A. *Applicability.*

D. *Setbacks.* Parking lots are subject to 15-foot front setbacks. Parking lots are subject to 15-foot side and rear setbacks if adjacent to a Residential Zoning District, otherwise, parking lots are not subject to setbacks.

Section 20-11

Definitions: S - T

SETBACK means the minimum required horizontal distance measured from the lot lines **or in the case of front setback, right-of-way or easement**, to a building as designated by the applicable zoning district, or a structure, as applicable elsewhere in the ordinance.

Section 18-3

Zoning Ordinance Amendments

- A. *Initiation.* Zoning text amendments may be initiated by the Village Council, the Planning Commission, Village Staff, **or by petition of a Village property owner.**

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. Comments or questions may be sent by email to suttonsbay@suttonsbayvillage.org; or to Village of Suttons Bay, PO BOX 395, Suttons Bay, Michigan 49682.

Final Master Plan Goals/Action Items

Action Item	Category	Priority High / Medium / Low	Time Frame 1 yr / 1-3 yrs / 5 yrs
Map priority development areas for workforce and/or attainable housing and "pre-permit" selected sites within the designated priority development area(s).^	Housing	High	1
Consider developing form-based zoning standards associated with residential areas to promote walkability and compatibility with existing development.^	Housing	High	1
Update Planned Unit Development (PUD) regulations to include more specific language to support workforce housing.^	Housing	High	1
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
Develop and enforce a set of natural features ordinances that will protect key natural features.*	Natural Resources	High	1
Assess Zoning Ordinance standards for stormwater management and alternative energy systems to ensure alignment with best practices.	Natural Resources	High	1
Encourage or incentivize energy efficiency, environmental sensitivity, and sustainability in the Zoning Ordinance (e.g., solar panels, EV charging stations, etc.).	Natural Resources	High	1
Assess the Zoning Ordinance to ensure that building design is high quality and encourages pedestrian activity.	Economic Development	High	1-3
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.*	Economic Development	High	1-3
Update parking standards to facilitate the installation of electric vehicle (EV) infrastructure.	Transportation	High	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.*	Natural Resources	High	1-3
Consider dormitory housing or boarding room housing in certain districts under defined conditions for the purposes of seasonal workforce housing.^	Housing	High	1-3


Final Master Plan Goals/Action Items

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-Continuously Worked On Policy	Continuous
Create a tree planting plan that identifies a priority list for tree planting and maintenance.	Natural Resources	Medium	1
Discourage development in areas with slopes greater than 18 percent through the Zoning Ordinance, natural features ordinances, and site plan review process.*	Natural Resources	Medium	1-3
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.*	Natural Resources	Medium	1-3
Limit or eliminate short-term rental of ADUs in districts targeted for workforce housing.^	Housing	Medium	1-3
Consider limiting short-term rentals in areas/districts targeted for workforce housing and identifying areas where both may be appropriate.^	Housing	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.*	Community Identity	Medium	1-3
Assess Zoning Ordinance standards to ensure new development and redevelopment supports walkability.*	Community Identity	Medium	1-3
Assess Zoning Ordinance standards for streetscapes, landscapes, and façades for residential and non-residential developments within the Village.	Community Identity	Medium	1-3
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	Medium	5
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
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.^	Housing	Low	1-3
Define "long-term rental" in the Zoning Ordinance and distinguish between "long-term rental" and "workforce housing."^ **Add Seasonal	Housing	Low	1-3

Final Master Plan Goals/Action Items

Consider allowing an additional ADU (one attached and one detached) on the same property.^	Housing	Low	1-3
Consider zero lot line homes in mixed use areas. The CB district is currently the only district w/a zero front setback.^	Housing	Low	5
Streamline the development review process when units include workforce housing*	Housing	Low	5
Create incentive programs for developments that include a variety of housing sizes*	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
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
Incorporate recommendations of the M-22 Scenic Corridor Guidebook into the Zoning Ordinance.	Community Identity	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

ZONING REPORT

		VILLAGE OF SUTTONS BAY ZONING REPORT	
Prepared:	05/16/2025	Pages:	1 of 1
Meeting:	May 2025 PC & Council	Attachments:	0 <input type="checkbox"/>
Subject:	Zoning Report for April 2025		

LAND USE PERMITS ISSUED

		NEW	ADU	ALTERATIONS	ACCES.	FENCE	COMMERCIAL,
DATE	TOTAL	HOMES		ADDITIONS	STRUCT.		SIGNS / OTHER
March 2025	1	0	0	0	0	0	1
Year To Date	3	0	0	1	1	0	1

Revisions to existing permits
Several Applications in process

STAFF REPORT

- Many general inquiries on land use, setbacks, signs, etc.

FUTURE ACTION REQUESTED: None



Leelanau County Government Center Leelanau County Planning Commission

8527 E. Government Center Dr. STE 108
Suttons Bay MI 49682
Ph: 231-256-9812, Fax: 231-256-0174
County website: www.leelanau.gov

Craig Brown
Chairman

Brian Fenlon
Vice-Chairman

Gail Myer
Planning Director

Jenny Herman
Senior Planner

Notice of Intent

From: Craig Brown, Chairman
Date: April 17, 2025
Subject: General Plan Amendment Process

Please take notice that the Leelanau County Planning Commission intends to prepare a Leelanau County General Plan Amendment. The Planning Commission requests your cooperation and comment on the plan amendment.

It is the Commission's intent to electronically submit to you any information required to be submitted. If hard copies are a preferred method of submission, kindly provide the Commission the mailing address where the plan should be sent. Additionally, a copy of the proposed General Plan amendment will be available for inspection at the following places:

- a) Leelanau County Planning & Community Development Office, 8527 E. Government Center Dr., Suite 108, Suttons Bay MI, 49682
- b) At a link under the Leelanau County Planning Commission section on the county website at:
https://cms3.revize.com/revize/leelanaucounty/leelanau_county/boards_commissions_and_committees/lcpc/leelanau_general_plan_and_poster_plan.php

Information regarding the General Plan amendment process and meetings will be posted at:
https://cms3.revize.com/revize/leelanaucounty/how_do_i/public_notices.php

We look forward to receiving your cooperation and comments.