



Village of Suttons Bay
Planning Commission
Meeting minutes of November 13, 2019

The meeting was called to order at 5:30 p.m. by Chairperson Hetler.

Present: Danielson, Hetler, Hylwa, Pontius, Smith and Suppes
Absent: Smith and Couturier, Zoning Administrator
Staff present: Fay and Larrea

Approval of Agenda

Hylwa moved, Ostrowski seconded, CARRIED, to approve the Agenda as amended.
Hetler added Agenda item 10h., Norte walk update. Ayes: 6, No: 0.

Approval of Minutes

Suppes moved, Hylwa seconded, CARRIED, to approve the Planning Commission meeting minutes dated October 9, 2019, as presented and submitted by Fay. The minutes can be found in this meeting packet. Ayes: 6, No: 0.

Public Comment/Written Communications

Lois Bahle stated that if staff needed any older maps, or plat maps of the Village, to please contact her. Bahle asked if staff will be reviewing lot splits back to 1974; Larrea stated yes.

Old Business

Zoning Map Discussion

It was discovered that there is an issue with a parcel currently listed in the North Gateway, that actually should be in the Central Business District. This is a Village error. Staff located a document that confirms this. The Zoning Map needs to be corrected. Zoning Administrator Couturier will request the property owner of this parcel initiate in writing a request that the Zoning Map be corrected at which time a public hearing will be set to adopt the corrected Zoning Map. In addition, Larrea would like to see public lands, including cemeteries, churches and parks, be separated on the Zoning Map. The Zoning Map will eventually be recreated to aid in better viewing of the map. It was the consensus of Commissioners to support steps to correct the Zoning Map.

Waterfront Parcel Study

Danielson moved, Pontius seconded, CARRIED, to support the Village initiative to move forward with the Lakefront Lot dimensional study as identified in Report VSB-2019-79. Larrea stated that once the 2020 budget process is complete, work can begin on the research necessary to review the lakefront lots, likely beginning in January. Ostrowski asked if the Village will hire the research out; Larrea stated it will be done in house. Ayes: 6, No: 0.

New Business

2020 Meeting Dates

Danielson moved, Ostrowski seconded, CARRIED, to adopt the 2020 Planning Commission meeting calendar as presented in the packet. Planning Commission meetings will take place on the second Wednesday of every month, beginning at 5:30 p.m. Ayes: 6, No: 0.

2020 Budget

Suppes moved, Ostrowski seconded, CARRIED, to recommend approval to Village Council of the 2020 Planning Commission budget as presented in the packet. The increase requested covers additional hours and the ability to work remotely in the contractual services of the Zoning Administrator, and for educational training. Ayes: 6, No: 0.

Reports

Manager Report VSB 2019-74

Larrea stated that in addition to the Manager report, he has an ongoing Work Plan he can provide if requested. Larrea stated the landscapers did a great job on the new Village Hall landscaping noting the large 600-pound stone that is standing upright faces due north. Larrea stated the plow truck has been repaired and is back in the Village and that the new Utility truck is getting picked up on Thursday.

ZBA Report

The ZBA meeting on the variance request will be held in December.

Parks and Rec Committee

Committee members will meet briefly following tonight's meeting to set up meeting dates and times.

Master Plan Workshop

Hetler, Hylwa, Suppes and Couturier attended this workshop. Hetler stated the workshop was very informative and that a very useful book was provided to them which will assist during the update of the Village's Master Plan. It is recommended the Village use 2020 census information when updating the Master Plan, which should be available in early 2021. The update will begin prior to the 2020 census availability however, noting a process that involves notifications of the "Intent to Plan", as well as other notifications to the Village population.

Housing Summit

Suppes and Ostrowski attended the Housing Summit, stating it was a great learning experience. The role of the Summit was to provide tools to create affordable housing in Northwest Michigan. Challenges, examples, processes and financing were all discussed at the Summit.

Norte Walk Update

Ostrowski participated in the walk and provided a summary of the various aspects of the walk. The goal of the walk was to identify areas that may present issues in creating/enhancing a walkable and cycling community. Larrea stated he supported the idea of extending sidewalks and further stated the information assembled as a result of the walk could be useful when developing the Master Plan.

Announcements

The next Planning Commission meeting will be held on December 11, 2019, at 5:30 p.m.

Adjournment

Suppes moved, Pontius seconded, CARRIED, to adjourn the meeting. Ayes: 6, No: 0.

The meeting adjourned at 6:20 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.