



## VILLAGE OF SUTTONS BAY

### Via Remote Access

Village Planning Commission

420 Front Street, Suttons Bay

**May 12, 2021 at 5:00 pm**

### Agenda

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](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 -April 14, 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
8. New Business
  - a. Report VSB 2021-21 PC Zoning Ordinance Format- Continued Discussion
  - b. Report VSB 2021-30 PC Annual Report
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 June 9, 2021.
12. Adjournment



Topic: Village of Suttons Bay Planning Commission

Time: May 12, 2021 05:00 PM Eastern Time (US and Canada)

Every month on the Second Wed, until Jul 14, 2021, 3 occurrence(s)

May 12, 2021 05:00 PM

Jun 9, 2021 05:00 PM

Jul 14, 2021 05:00 PM

Join Zoom Meeting

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

Meeting ID: 817 5697 1111

Passcode: 005032

One tap mobile

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

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+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

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Meeting ID: 817 5697 1111

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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.

		<b>VILLAGE OF SUTTONS BAY</b> REPORT VSB -2021- 21	
Prepared:	April 7, 2021	Pages:	1 of 1
Meeting:	May 12, 2021	Attachments:	<input checked="" type="checkbox"/>
Subject:	Zoning Ordinance Format & Discussion		

**\*\*Commissioners requested the Zoning Ordinance Format Discussion be placed back on this month’s agenda to give Commissioner’s time to review other examples of Zoning Ordinances using the format being considered**

**PURPOSE**

To present the zoning ordinance’s new format and discuss various zoning suggestions.

**STAFF COMMENT**

Over the past year we have been evaluating various portions of the zoning ordinance in order to provide a more user-friendly format.

1. The current residential district section and a complete reformat of the same four residential districts has been provided for your review. You will notice that the information is the same, just reformatted in a more modern format, that fits on two pages. This format is similar to what I provide my public sector clientele.
2. There are various questions we will need to address, mostly regarding the numerous uses requiring special use permit. Many of these uses could be upgraded to a less burdensome approval process, such as Permitted By Right with Conditions. We will discuss this further at the meeting.
3. You have been provided a new formatted Mixed Use – North Gateway and South Gateway districts. The format is like that of the residential districts to keep things uniform.
  - a. South Gateway. I incorporated the two most popular buildings that emerged from our visual preference survey for discussion purposes. We need to describe an architectural type that reflects what your vision is for this district but we want to make sure we are headed in the right direction before continuing. This is simply a draft for discussion.
4. North Gateway. North Gateway was simply reformatted and character photos were added. Rather than simply describing the architectural standards in the text, character photos provide an applicant with a visual of what is anticipated in the district.

**REQUESTED ACTION**

Discussion and guidance.

Proposed

**SECTION 4-XX CENTRAL RESIDENTIAL DISTRICT  
(HISTORIC ONE FAMILY RESIDENTIAL)**

**PURPOSE** The Central Neighborhood Residential district (CR) district includes areas of existing traditional neighborhood, one family design, with housing stock that features late 1800's to early 1900's architectural design. This district is in the historic Village core that emphasizes a traditional quality of life that has continued since the 1800's. New structures in this district are required to utilize traditional architectural design that blends with the character and scale of the neighborhood.

**A. USES PERMITTED BY RIGHT:**

- (1) Accessory Uses - See § 9-2 / § 2-3
- (2) Adult Foster Care, Family Home (< 7) - See § xxx
- (3) Bed & Breakfast - See § 9-4
- (4) Cemeteries
- (5) Child Care, Family Home (< 7) - See § xxx
- (6) Dwelling, Single Family
- (7) Home Occupations - See § 9-6
- (8) Publicly Owned and Operated Parks
- (9) Places of Worship - See § 9-5
- (10) Primary caregiver - See § 9-10
- (11) Private Schools - See § 9-5

**B. USES PERMITTED BY SPECIAL CONDITIONS:**

- (1) Adult Foster Care, Family Home (< 7) - See § xxx
- (2) Child Care, Family Home (< 7) - See § xxx
- (3) Child Care, Small Group Home (7-12) - See § xxx

**C. USES PERMITTED BY SPECIAL USE PERMIT:**

- (1) Adult Foster Care, Small Group Home (7-12)
- (2) Institutional Uses - See § 753

**D. ADDITIONAL STANDARDS:**

- (1) Driveways for single family residences shall comply with §XXX.
- (2) Completion. Any single-family dwelling, accessory building or addition thereto must be completed on the exterior surface with a suitable finishing material including painting or staining in the case of wood, within two (2) years from date of issuance of a land use permit or one (1) year from the date of occupancy whichever occurs last.
- (3) Garages. The total width of garage door openings shall not exceed 40 percent of the total width of any street-facing elevation of the house.
- (4) Corner Lot Steback. On a corner lot, a garage facing a secondary street may be flush with the secondary side elevation or behind. The six (6) foot Secondary Street Front Setback is only applicable to the side of dwellings on corner lots. If the structure faces the secondary street, two primary street front setbacks shall apply.





**E. DIMENSIONAL STANDARDS (Per Dwelling Unit):**

Minimum Lot Area (A): 4,000 sq. ft  
 Minimum Lot Width: 40 feet

Maximum Building Height:  
 • In Stories: 2 ½ stories  
 • In Feet: 30 feet

**Minimum Yard Setbacks (B):**

- Front: 15 feet min /25 feet max
- Each Side: 6 feet
- Rear: 10 feet

Maximum Lot Coverage: 40%

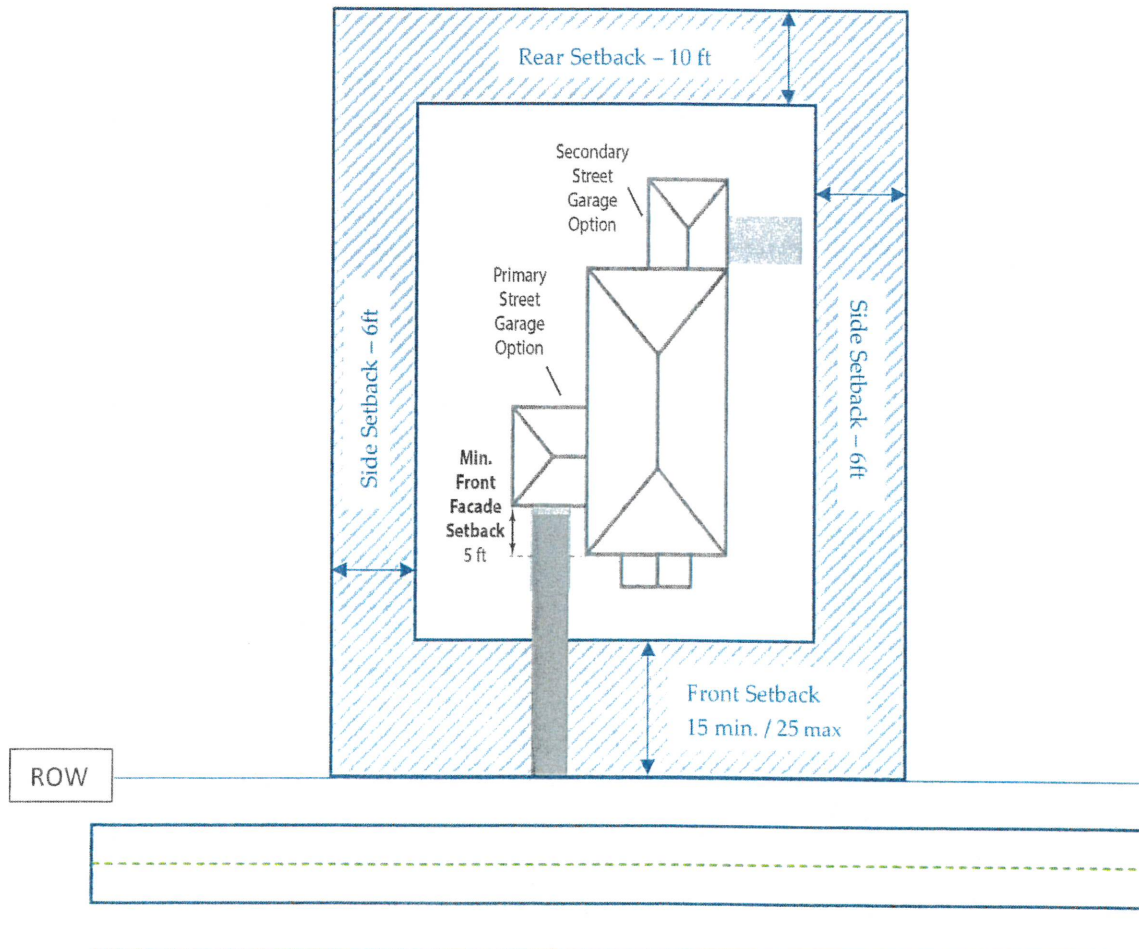
Maximum Impervious Surface: 40%

Minimum Bldg. Cross Section: 24 feet

**Notes to Dimensional Standards:**

(A) Setbacks shall be measured from the furthest protruding point of structure.

(B) See definitions to determine how height is measured.



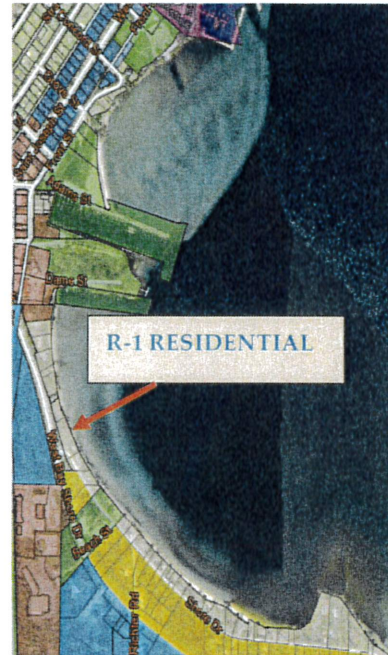


**SECTION 4-XX R-1 RESIDENTIAL DISTRICT**  
**(ONE FAMILY RESIDENTIAL)(SFWR)**

**PURPOSE** The Single-Family R-1 Residential District is located along the waters of Suttons Bay. These waterfront properties are among the largest in the Village and highly coveted.....

**A. USES PERMITTED BY RIGHT:**

- (1) Accessory Uses - See § 9-2 / § 2-3
- (2) Adult Foster Care, Family Home (< 7) -See §xxx
- (3) Bed & Breakfast - See § 9-4
- (4) Child Care, Family Home (< 7) -See §xxx
- (5) Dwelling, Single Family
- (6) Home Occupations - See § 9-6
- (7) Publicly Owned and Operated Parks
- (8) Primary Caregiver - See § 9-10



**B. USES PERMITTED BY SPECIAL USE PERMIT:**

- (1) Child Care, Group Day Care Home (7-12) -See §xxx

**D. ADDITIONAL STANDARDS:**

- (1) Completion. Any single-family or accessory building or addition thereto must be completed on the exterior surface with a suitable finishing material including painting or staining in the case of wood, within two (2) years from date of issuance of a land use permit or one (1) year from the date of occupancy whichever occurs last.

**E. DIMENSIONAL STANDARDS (Per Dwelling Unit):**

Minimum Lot Area:	20,000 sq. ft
Minimum Lot Width:	100 Feet
Maximum Building Height:	
• In Stories:	2 ½ stories
• In Feet:	30 / 40 see note (B)
Minimum Yard Setbacks:	
• Front:	25 Feet
• Each Side:	15 feet
• Rear / Waterfront:	50 feet

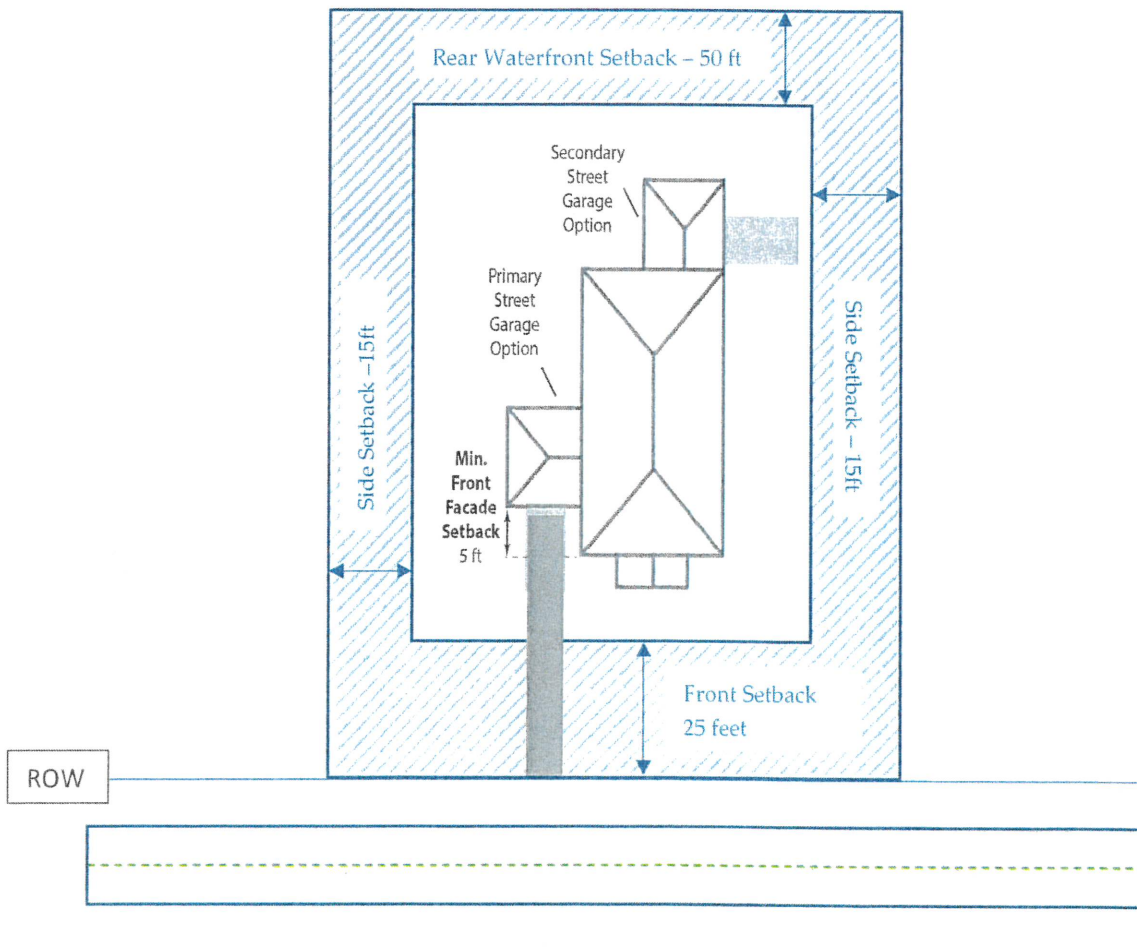
**Notes to Dimensional Standards:**

- (A) Setbacks shall be measured from the furthest protruding point of structure.
- (B) Max. Building Height measured street side is 30 feet with a maximum of 40 feet measured at the lowest grade.
- (C) Max. Building Coverage 30% or 2,500 sf, whichever is greater.
- (D) Max. Impervious Surface 30% or 2,500 sf, whichever is greater.

Maximum Building Coverage: 30 percent (C)

Maximum Impervious Surface: 30 percent (D)

Minimum Bldg. Cross Section: 24 feet



## SECTION 4-XXXX R-2 RESIDENTIAL DISTRICT

### (ONE AND TWO FAMILY RESIDENTIAL) (NVR)

#### A. PURPOSE

The R-2 (One and Two Family Residential) districts are located mostly adjacent to the historic Central Residential Neighborhood and formerly known as the Newer Village Residential district. The district includes areas of existing one and two family homes. This district is intended to encourage a suitable neighborhood environment for family life by including among the permitted uses such facilities as schools, places of worship and parks. This residential district is located within walking distance to schools and provides for a range of housing choices to promote a sense of community and urban vitality.

#### A. USES PERMITTED BY RIGHT:

- (1) All uses permitted by right in the CR District
- (2) Assisted Living Facility
- (3) Convalescent / Nursing Home
- (4) Dwelling, Two-Family

#### B. USES PERMITTED BY SPECIAL CONDITIONS:

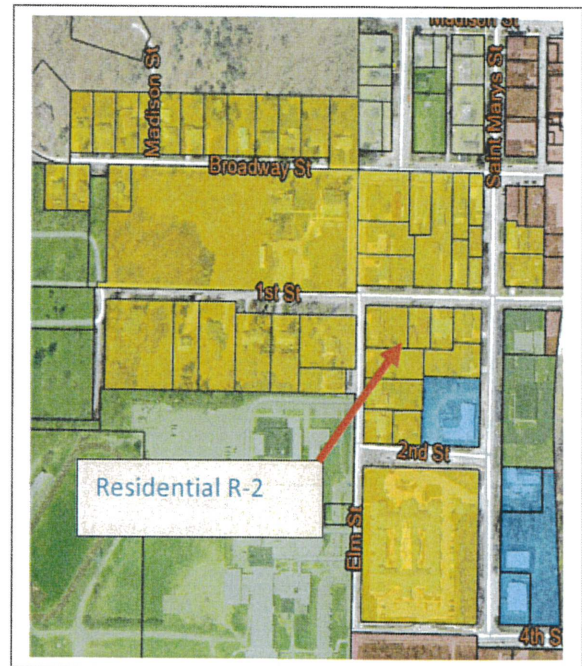
- (1) All uses permitted by special condition in the CR District, subject to all standards and conditions specified therefor.
- (2) Adult Foster Care Small Group Home
- (3) Adult Foster Care Large Group Home
- (4) Foster Family Group Home

#### C. USES PERMITTED BY SPECIAL USE PERMIT:

- (1) All uses permitted by Special Use Permit in the R-1 District, subject to all standards and conditions specified therefor.
- (2) Institutional Uses– See §

#### D. ADDITIONAL STANDARDS:

- (1) All additional standards identified in the CR District shall apply.
- (2) Two-Family Garages. If garage doors are oriented toward the primary street frontage, they must be positioned at least five (5) feet behind the primary façade of a house.
- (3) The total width of garage door openings shall not exceed 40 percent of the total width of any street-facing elevation of the house. On a corner lot, a garage facing a secondary street may be flush with the secondary side elevation or behind.





Minimum Lot Area (A): 8,000 sq. ft  
 Minimum Lot Width: 80 feet /40 feet

Maximum Building Height:  
 • In Stories: 2 ½ stories  
 • In Feet: 30 feet

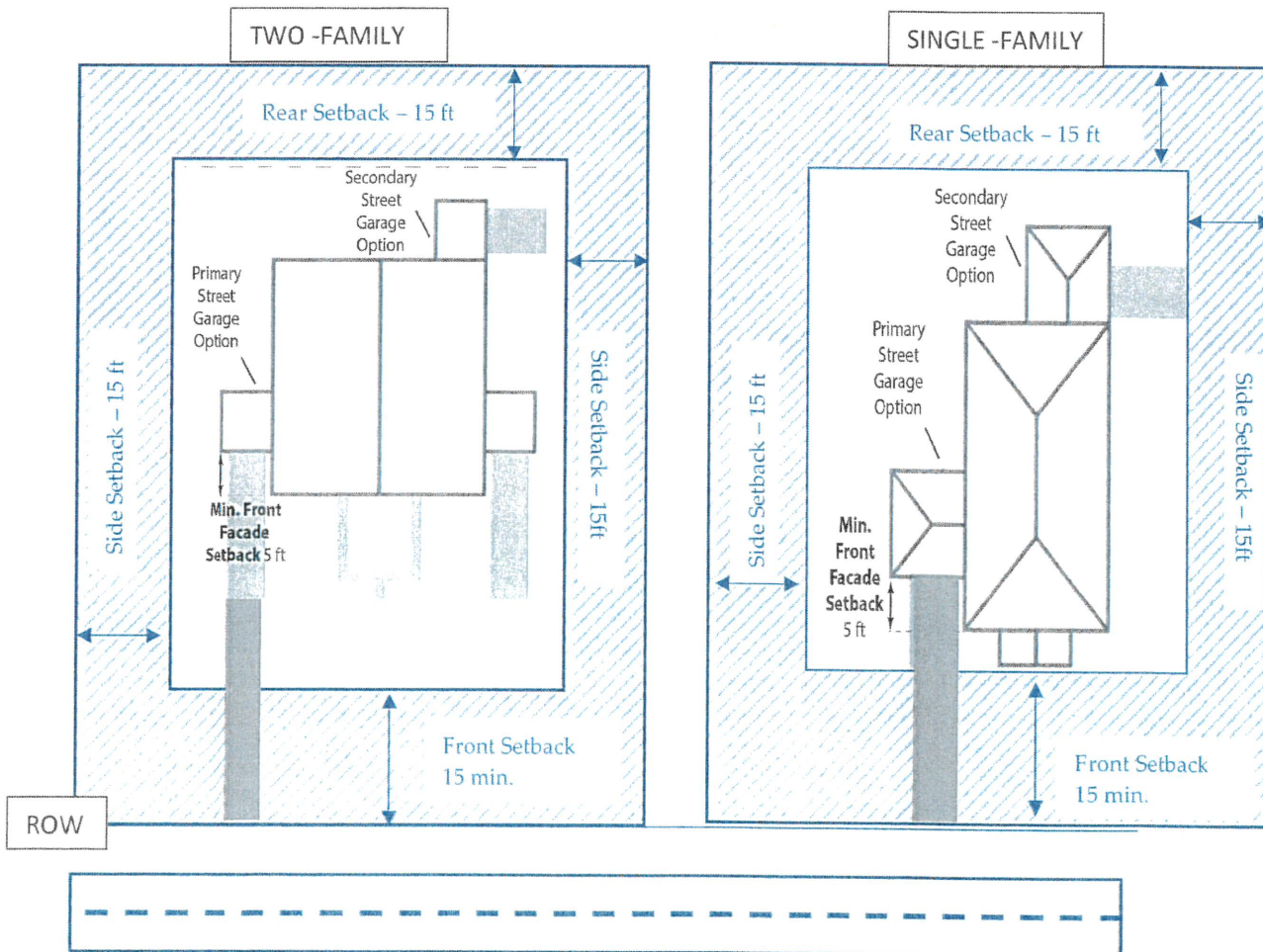
Minimum Yard Setbacks (B):  
 • Front: 15 feet min  
 • Each Side: 15 feet  
 • Rear: 15 feet

Maximum Building Coverage: 30 percent

Maximum Impervious Surface: 40 percent

Minimum Bldg. Cross Section: 24 feet

Notes to Dimensional Standards:  
 (A) Setbacks shall be measured from the furthest protruding point of structure.





**SECTION 4-XX HILLSIDE RESIDENTIAL DISTRICT**  
**(ONE & TWO- FAMILY RESIDENTIAL)**

**PURPOSE** The Hillside Residential District is located along the western edge of the Village with elevations of XXXX feet. Although the minimum lot size is small the parcels tend to be larger in size, wooded and contain steep slopes in excess of 18%. This district provides for single family and two-family residential dwellings. Minimum Dimensional Standards are based on the minimum requirement for each dwelling unit.

**A. USES PERMITTED BY RIGHT:**

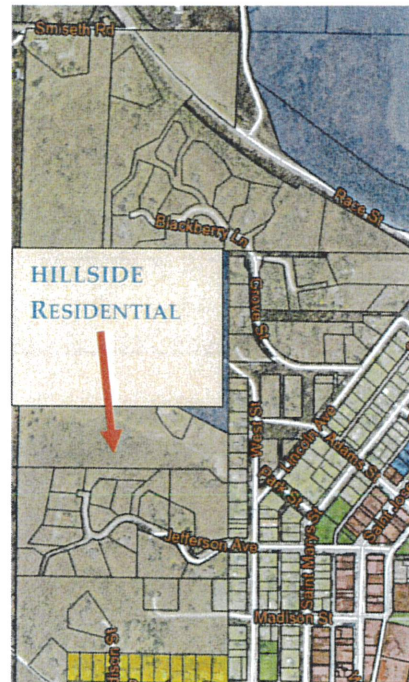
- (1) Accessory Uses - See § 9-2 / § 2-3
- (2) Adult Foster Care, Family Home (< 7) –See §xxx
- (3) Bed & Breakfast - See § 9-4
- (4) Child Care, Family Home (< 7) –See §xxx
- (5) Dwelling, Single Family
- (6) Home Occupations - See § 9-6
- (7) Publicly Owned and Operated Parks
- (8) Primary Caregiver - See § 9-10
- (9) Dwelling Two-Family

**B. USES PERMITTED BY SPECIAL CONDITIONS:**

- (1) Child Care, Small Group Home (7-12) - See §xxx

**C. USES PERMITTED BY SPECIAL USE PERMIT:**

- (1) Adult Foster Care, Small Group Home (7-12)
- (2) Institutional Uses - See § 753



**D. ADDITIONAL STANDARDS:**

- (1) Completion. Any single-family or Two-Family dwelling, accessory building or addition thereto must be completed on the exterior surface with a suitable finishing material including painting or staining in the case of wood, within two (2) years from date of issuance of a land use permit or one (1) year from the date of occupancy whichever occurs last.
- (2) A single existing parcel or a series of adjacent existing parcels under a single ownership and outside of a platted subdivision may be divided if all the following standards can be met:
  - a. *Density*. Density shall be limited to no more than one new parcel per 20,000 square foot gross master parcel area.
  - b. *Building Site*. All resulting parcels shall have a minimum building envelope of 100 feet by 100 feet, located in an area where no portion of the pre-existing natural slopes exceeds 18 percent, as identified by the Soil Survey of Leelanau County or by a topographic survey (done at two-foot contours). New structures must be sited in these areas on newly created parcels.

**E. DIMENSIONAL STANDARDS (Per Dwelling Unit):**

Minimum Lot Area (A): 10,000 sq. ft  
 Minimum Lot Width: 100 Feet / 20 feet

**Maximum Building Height:**

- In Stories: 2 ½ stories
- In Feet: 30 feet

**Minimum Yard Setbacks (B):**

- Front: 40 Feet
- Each Side: 40 feet
- Rear: 40 feet

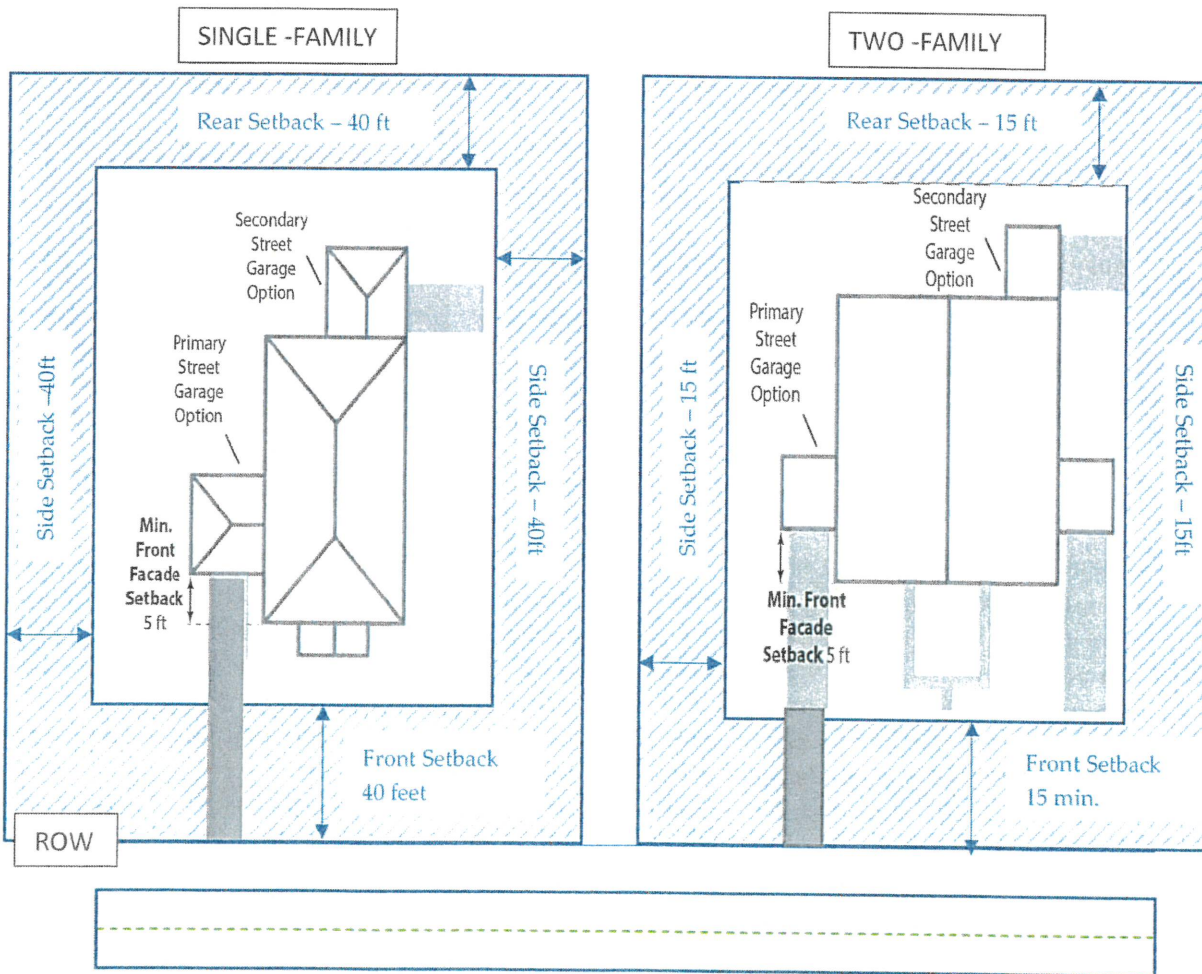
**Maximum Building Coverage:** 40 percent (B)

**Maximum Impervious Surface:** 50 percent (C)

**Minimum Bldg. Cross Section:** 24 feet

**Notes to Dimensional Standards:**

- (A) Setbacks shall be measured from the furthest protruding point of structure.
- (B) Max. Building Coverage 40% or 8,000 SF, whichever is less
- (C) Max. Impervious Surface 50% or 10,000 SF, whichever is less



**SECTION 4-XX R-3 RESIDENTIAL DISTRICT**  
**(MULTI-FAMILY RESIDENTIAL) (WC)**

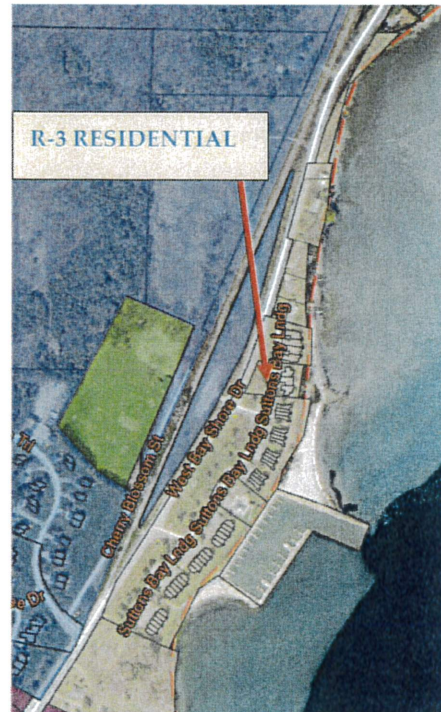
**PURPOSE** The R-3 Multi-family district is located North of Highway 204, along the waters of Suttons Bay. These waterfront properties provide a mix of residential opportunities, including multi-family residential. ....

**A. USES PERMITTED BY RIGHT:**

- (1) Accessory Uses - § 2-3 (not including dwellings)
- (2) Adult Foster Care, Family Home (< 7) -See §xxx
- (3) Child Care, Family Home (< 7) -See §xxx
- (4) Dwelling, Single Family
- (5) Dwelling, Multi-family - See § 9-7
- (6) Essential Services - See § 2-7
- (7) Publicly Owned and Operated Parks
- (8) Primary Caregiver - See § 9-10

**B. USES PERMITTED BY SPECIAL USE PERMIT:**

- (1) Child Care, Group Day Care Home (7-12) -See §xxx



**D. ADDITIONAL STANDARDS:**

- (1) Completion. Any Multi-family or accessory building or addition thereto must be completed on the exterior surface with a suitable finishing material including painting or staining in the case of wood, within one (1) year from date of issuance of a land use permit.



**E. DIMENSIONAL STANDARDS (Per Dwelling Unit):**

Minimum Lot Area: 30,000 sq. ft  
 Minimum Lot Width: 200 Feet

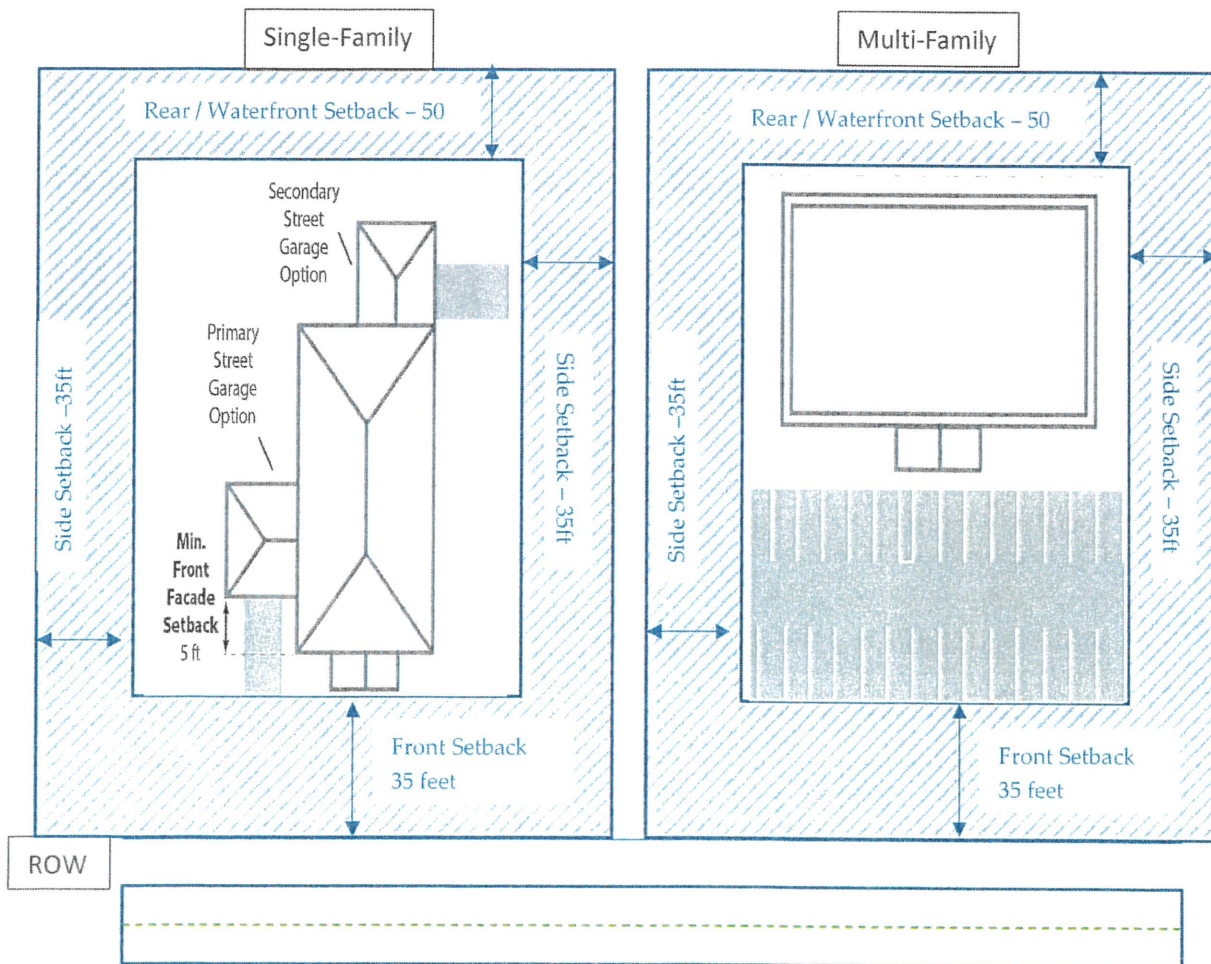
Maximum Building Height:  
 • In Stories: 2 ½ stories  
 • In Feet: 35 Feet

Minimum Yard Setbacks: (A)  
 • Front: 35 Feet  
 • Each Side: 35 feet (B)  
 • Rear / Waterfront: 50 feet (C)

Maximum Building Coverage: 25%  
 Maximum Impervious Surface: 40%  
 Minimum Bldg. Cross Section: 24 feet

**Notes to Dimensional Standards:**

- (A) Setbacks shall be measured from the furthest protruding point of structure.
  - a. Parking Lot setbacks shall be 15 ft and may be permitted within the front and side yard setbacks.
- (B) Side Yard Setbacks. The setback is equal to the height of the structure or 35 ft, whichever is less.
- (C) Waterfront parcels. See § Greenbelt





## SECTION 5-XX MIXED USE DISTRICT

### (NORTH GATEWAY) (NG)

**PURPOSE** The North Gateway District is intended to maintain the historic residential character of our established neighborhoods. This section ensures that a consistent architectural character is maintained and the street is neither dominated nor defined by imposing garages, accessory structures or other architectural features that detract from the front façade of a building. Further, as expressed by traditional architectural forms, defined building entrances, window openings, materials and heights, new structures can be designed to blend with existing homes and businesses.

#### A. USES PERMITTED BY RIGHT:

- (1) Accessory Uses - § 2-3
- (2) Adult Foster Care, Family Home (< 7) –See §xxx
- (3) Bed & Breakfast
- (4) Child Care, Family Home (< 7) –See §xxx
- (5) Community Oriented Cultural Facility
- (6) Dwelling, Single Family
- (7) Dwelling, Two-family - See § XX
- (8) Dwellings, units on upper floors of buildings with non-residential uses at street level
- (9) Essential Services - See § 2-7
- (10) Home Occupation - See § 9-6
- (11) Publicly Owned and Operated Parks
- (12) Primary Caregiver - See § 9-10

#### B. USES PERMITTED BY SPECIAL USE PERMIT:

- (1) Accessory sidewalk cafés and sales See § 9-3
- (2) Banquet hall
- (3) Child Care Center
- (4) Child Care, Group Day Care Home (7-12) –See §xxx
- (5) General retail (indoor), less than 5,000 SF
- (6) Restaurant, micro-brewery, small distillery, or small winery
- (7) Restaurant with accessory outdoor cooking, dining and entertainment
- (8) General Offices & Services

#### C. ADDITIONAL STANDARDS:

- (1) The front building façade shall be parallel to the adjacent front street.
- (2) Roofs shall be hip or gable. Shed roofs may be permitted for additions or porches provided they meet the intent of this district.
- (3) Roof pitch should resemble that of the illustrations showing several roof pitches no less than a primary pitch of 8/12. False roofs, mansard, gambrel and flat roofs are prohibited.
- (4) Windows shall incorporate 70% of the first-floor area facing M-22.
- (5) Materials. 80 percent of exterior walls shall be clad in wood or cementitious siding. The remaining may be brick or stone, or other comparable materials.
- (6) Parking, if required, shall be located on the side of the building.
- (7) M-22 facing garages are prohibited.



SECTION 5-XX MIXED USE DISTRICT

(NORTH GATEWAY) (NG)

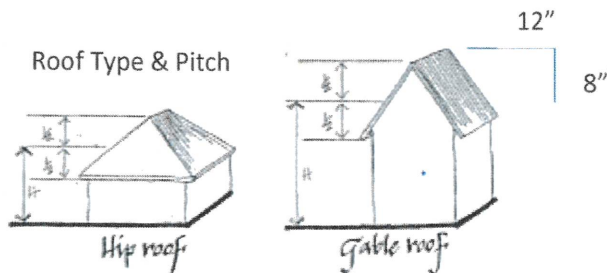
E. DIMENSIONAL STANDARDS (Per Dwelling Unit):

Minimum Lot Area:	6,000 sq. ft
Minimum Lot Width:	60 Feet
Maximum Lot Width:	120 Feet
Maximum Building Height:	
• In Stories:	2 Max (C)
• In Feet:	35 Feet

Minimum Yard Setbacks: (A)	
• Front:	15 Feet
• Front Secondary Street:	10 Feet
• Each Side:	10 Feet
• Rear:	10 Feet (B)

Maximum Building Coverage:	40%
Maximum Impervious Surface:	50%
Minimum Bldg. Cross Section:	24 feet

- Notes to Dimensional Standards:**
- (A) Setbacks shall be measured from the furthest protruding point of structure.
    - a. Parking Lot setbacks shall be 15 ft and may be permitted within the front and side yard setbacks.
  - (B) Rear Yard Setbacks. If the parcel abuts a secondary street the setback is 15 feet, otherwise the setback is 10 feet.
  - (C) The *minimum* height of any structure is 1 ½ stories



CHARACTER PHOTOS





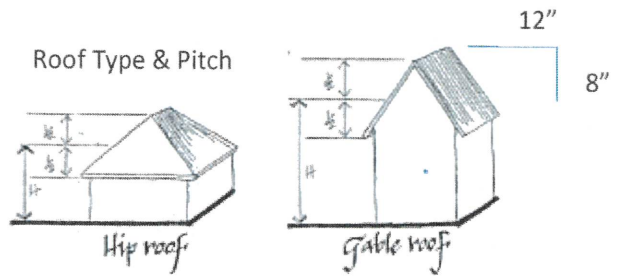


**E. DIMENSIONAL STANDARDS (Per Dwelling Unit):**

Minimum Lot Area:	7,200 sq. ft
Minimum Lot Width:	60 Feet
Maximum Lot Width:	120 Feet
Maximum Building Height:	
• In Stories:	2 ½ Max (C)
• In Feet:	35 Feet
Minimum Yard Setbacks: (A)	
• Front:	15 Feet
• Each Side:	10 Feet
• Rear:	10 feet (B)

- Notes to Dimensional Standards:**
- (A) Setbacks shall be measured from the furthest protruding point of structure.
    - a. Parking Lot setbacks shall be 15 ft and may be permitted within the front and side yard setbacks.
  - (B) Rear Yard Setbacks. If the parcel abuts a secondary street the setback is 15 feet, otherwise the setback is 10 feet.
  - (C) The *minimum* height of any structure is 1 ½ stories


Maximum Building Coverage:	40%
Maximum Impervious Surface:	50%
Minimum Bldg. Cross Section:	24 feet



CHARACTER PHOTOS





		<b>VILLAGE OF SUTTONS BAY</b> REPORT VSB -2021- 30	
Prepared:	April 16, 2021	Pages:	1 of 1
Meeting:	May 12, 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.

- 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.