



VILLAGE OF SUTTONS BAY
Planning Commission
420 N. Front Street, Suttons Bay, MI 49682
October 15th, 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 September 17, 2025 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
 - a. Final Action Plan Priorities/Storm Water Run-off information
8. New Business
 - a. Electric Vehicle Charging Station-Amendment Language
 - b. ADU-Discussion
 - c. Zoning Ordinance Amendments
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 November 19, 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 September 17, 2025
420 N. Front Street
Suttons Bay, MI 49682

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

Present: Feringa, F. Smith, Hetler, D. Smith, Pontius
Absent: Hylwa, Campbell
Staff present: Petroskey, Kopriva & Patmore
Guests: 6

Approval of Agenda

F. Smith moved, Feringa seconded, to approve the agenda. Hetler moved, D. Smith seconded to amend the motion agenda to allow the public to speak on an item not on the agenda at the first public comment.

Ayes: 5, No: 0

Conflict of Interest: None

Approval of Minutes

Feringa moved, F. Smith seconded, CARRIED, to approve the Planning Commission meeting minutes of July 16, 2025 as presented. Ayes: 5, No: 0.

Public Comment/Written Communications

Jack Duff spoke on behalf of the Suttons Bay Congregational Church's request to amend the ADU language to allow for non-profits to have ADU's on their property for affordable housing. He added they have had a family in the home for over 20 years and would like to offer the home to another family/long term housing and allow for the current renter to stay.

Larry Mawby stated that Peninsula Housing is a non-profit and he supports changing the language to provide for non-profits.

Old Business:

A. Master Plan-Priorities-Commission Member's reports

Sara provided the list from June of 2025. Gail brought her notes from June 2025 and Sara will add the information to her MP Action Items. See attached notes made part of the minutes.

Sara noted that Rob had asked to hold on the PUD language. She and Rob will meet to discuss this in the near future.

Steve Feringa provided storm water runoff information to share with planning commission members for the next meeting.

Richard Hylwa provided his report regarding the gateway districts. Planner Kopriva will review the same and see what changes need to be made in the Ordinance.

The commission felt that ADUs should be added for discussion to next month's agenda. Gail suggested that the Planning Commission hold a joint meeting with the Village Council to see what they envision. Sara will meet with her staff to talk about possible loopholes that could be used to circumvent the process as people will try to take advantage of possible changes. Sara will also look at zoning areas to allow for workforce housing/ADU's.

Hetler state that we could also address parking standards for EV structures for any new developments as well as standards for new sidewalks and pathways.

Patmore will notify the church that ADU discussion will be on the next agenda. Kopriva will talk with Rob about getting a joint meeting scheduled.

Public Comment: Larry Mawby stated that the current use of the school property he purchased is public lands. He would like to ask for new zoning classification as he will be filing for a planned unit development. He would like to discuss further at the October meeting.

Reports

Zoning Administration Report-as presented.

Village Council Report: A meeting of positive comments by residents.

Zoning Board of Appeals-ZBA application was denied for 379 S Shore.

Next Regular Meeting is October 15, 2025.

Agenda Items: ADU Discussion. Storm Water Language.

Meeting Adjourned at 5:55 p.m.

Meeting minutes submitted by Dorothy Petroskey, Clerk.

Village of Suttons Bay – 420 N Front Street – P O Box 395 – Suttons Bay, MI 49682 – 231.271.3051
suttonsbay@suttonsbayvillage.org

September 2025

Village of Suttons Bay Master Plan Action Items

Zoning Amendments

Update Planned Unit Development (PUD) regulations to include more specific language to support workforce housing.^	Housing	High	1-2
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	1-2
Update parking standards to facilitate the installation of electric vehicle (EV) infrastructure.	Transportation	High	1-3
Assess Zoning Ordinance standards for stormwater management and alternative energy systems to ensure alignment with best practices.	Natural Resources	Medium	1-3
Encourage or incentivize energy efficiency, environmental sensitivity, and sustainability in the Zoning Ordinance (e.g., solar panels, EV charging stations, etc.).	Natural Resources	Medium	1-3
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
Consider developing form-based zoning standards associated with residential areas to promote walkability and compatibility with existing development.^	Housing	Medium	2-3
Define “long-term rental” in the Zoning Ordinance and distinguish between “long-term rental” and “workforce housing.”^ **Add Seasonal	Housing	Low	1-3
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
Update the Village’s sign ordinance as needed to ensure that signs are compatible with the character of the Village.*	Community Identity	Low	5

Other Ordinances

Develop and enforce a set of natural features ordinances that will protect key natural features.* Add Definition	Natural Resources	Medium	1-3
Create a tree planting plan that identifies a priority list for tree planting and maintenance.- Village not PC, remove	Natural Resources	Medium	1

September 2025

Village of Suttons Bay Master Plan Action Items

Studies

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
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
Consider dormitory housing or boarding room housing in certain districts under defined conditions for the purposes of seasonal workforce housing.^	Housing	High	1-3
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-	Continuous
Limit or eliminate short-term rental of ADUs in districts targeted for workforce housing.^	Housing	Medium	1-2
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	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
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.* Define assess, should set goals	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

September 2025

Village of Suttons Bay Master Plan Action Items

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
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
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
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	Low	5



- GENERAL NOTES**
1. SEE SHEET FOR LIMITS OF WORK BETWEEN THIS SHEET AND THE PREVIOUS SHEET.
 2. SEE PROPOSED A/E / CONTRACTOR'S "M-72 AND LANTIER ROAD INTERSECTION" GRADING FOR ALL WORK WITHIN THE PROPOSED DEVELOPMENT.
 3. ALL SANITARY SEWER WORK TO BE IN ACCORDANCE WITH THE "M-72 AND LANTIER ROAD INTERSECTION" GRADING PREPARATION FOR LANTIER ROAD AND WATERSHED.
 4. ALL WATERMAIN WORK TO BE IN ACCORDANCE WITH THE "M-72 AND LANTIER ROAD INTERSECTION" GRADING PREPARATION FOR LANTIER ROAD AND WATERSHED.
 5. ALL STORM WATER WORK TO BE IN ACCORDANCE WITH THE "M-72 AND LANTIER ROAD INTERSECTION" GRADING PREPARATION FOR LANTIER ROAD AND WATERSHED.
 6. ALL STORM WATER WORK TO BE IN ACCORDANCE WITH THE "M-72 AND LANTIER ROAD INTERSECTION" GRADING PREPARATION FOR LANTIER ROAD AND WATERSHED.

**GRAND TRAVERSE
TOWN CENTER**

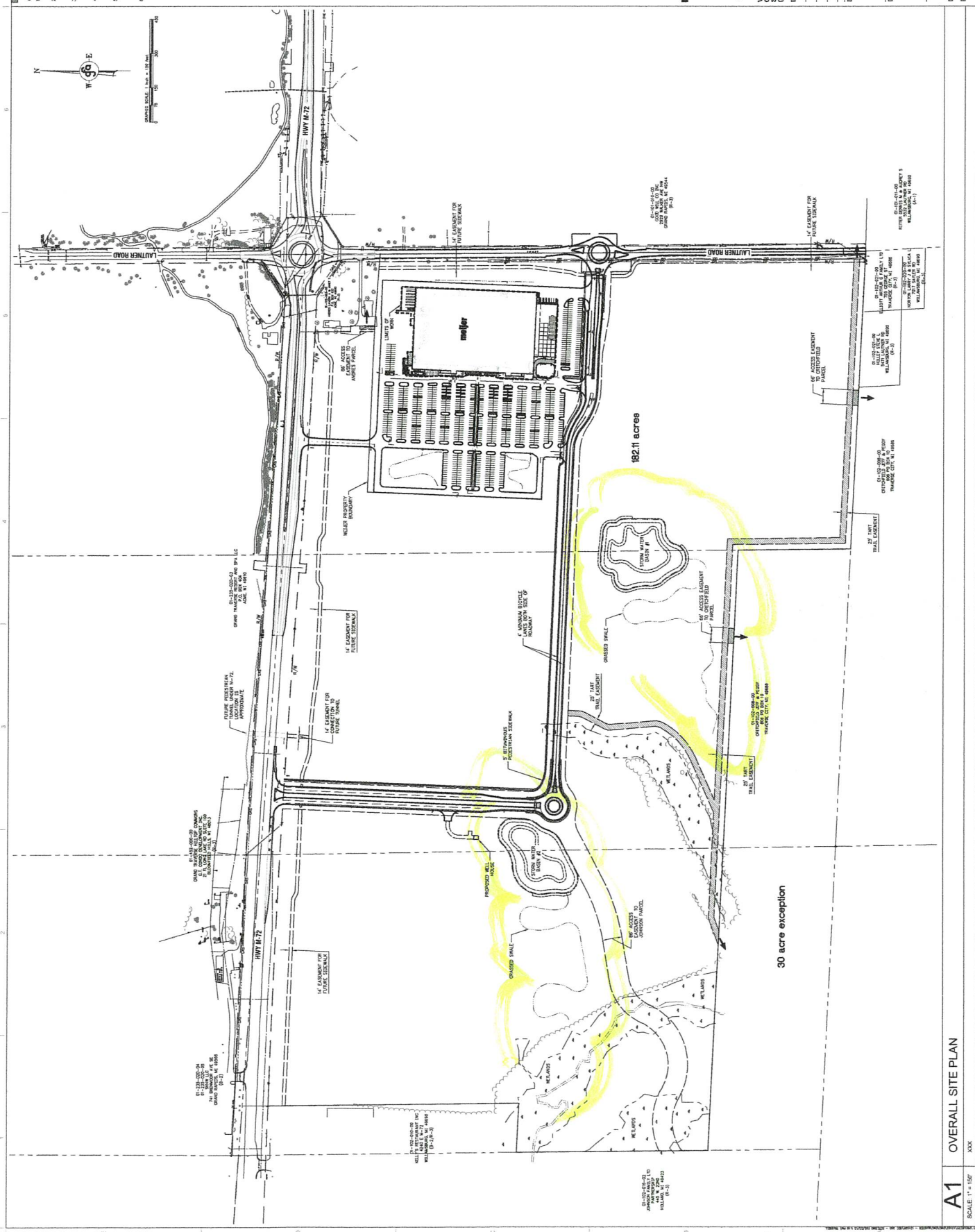
ACME TOWNSHIP, GRAND TRAVERSE COUNTY, MI

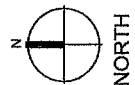
VILLAGE AT GRAND TRAVERSE, LLC
3000 EDWARDS ROAD, SUITE 700
(813) 241-9800

GO Gourdie-Fraser
Registered Professional Engineer
12112
T. BOYO P.E.

OVERALL SITE PLAN

Scale: 1" = 100'





Acme Township, Grand Traverse County, Michigan

PROJECT NUMBER	11031
FIGURE NAME	Concept Plan - Eastern Basins
FIGURE NUMBER	02

Date: 10.03.2025
From: Sara Kopriva, AICP
To: Village of Suttons Bay Planning Commission
Project: Electric Vehicle Charging Stations Zoning Amendment

i
initiative

Below is an Ordinance to amend the Village of Suttons Bay Zoning Ordinance to enact standards and requirements for electric vehicle charging stations. Text that is currently in the zoning ordinance that is deleted is shown in ~~strikethrough~~, while text that is added to the zoning ordinance is shown in highlight underline. Text that is currently in the zoning ordinance that is retained is in normal font.

THE VILLAGE OF SUTTONS BAY HEREBY ORDAINS

Section 1. Amendment of Article 2 is hereby amended as follows:

Article 2 Accessory Buildings:

A. Residential Principal Use of Property.

1. **Attached.** Accessory buildings or garages shall be considered part of the principal building and subject to all setback requirements of the principal building, if structurally and architecturally integrated into the building or if attached by an enclosed breezeway or similar enclosed structure not greater than 10 feet in length.
2. **Detached.** One (1) detached accessory building is permitted per parcel, subject to the following requirements:
 - a. Accessory buildings shall be located at least 10 feet from any other building.
 - b. Placement in front yards is prohibited.
 - c. There shall be a minimum set back of five (5) feet from the side and rear property lines.
 - d. The accessory building shall not occupy more than 30 percent of the required rear yard.
 - e. Height shall not exceed 25 feet or the height of the principal structure, whichever is less.
 - f. Area shall not exceed 50 percent of the principal building first floor square footage or 750 square feet, whichever is less.
 - g. An accessory building shall not be constructed or occupied on a lot before the principal building or use on the lot is constructed.
3. **Oversized Detached Accessory Buildings.** The Planning Commission may approve accessory buildings greater than the area required by the Zoning Ordinance after consideration of the following factors:

Beckett & Raeder, Inc.
535 West William
Suite 101
Ann Arbor, MI 48103

Petoskey Office
113 Howard Street
Petoskey, MI 49770

Traverse City Office
148 East Front Street
Suite 207
Traverse City, MI 49684

Grand Rapids Office
5211 Cascade Road SE
Suite 300
Grand Rapids, MI 49546

734.663.2622 ph
734.663.6759 fx

231.347.2523 ph
231.347.2524 fx

231.933.8400 ph
231.944.1709 fx

616.585.1295 ph



initiative

- a. The size of the lot or parcel of land as it relates to the size of the proposed building.
- b. The intended use for the building.
- c. The proposed type and construction, and general architectural character of the building and compatibility with the neighborhood character.
- d. The location of the proposed building in relation to the principal dwelling and dwellings on nearby properties.
- e. The type and kind of other principal and accessory buildings and structures presently located on the lot or parcel of land.
- f. The type and kind of principal and accessory buildings and structures located on properties which are adjoining and in the same neighborhood.
- g. The effect on light and air circulation of any adjoining properties.
- h. The environmental effect of the building(s) or their proposed use.
- i. The potential visible impact on adjacent properties.
- j. Placement of the building on the property in relation to existing or planned roads, land divisions, and utilities.

B. Non-Residential Principal Use of Property. Buildings and structures accessory to non-residential uses shall meet the minimum setback requirements and height limitations for principal buildings in the respective zoning district.

C. EVSE Stations. EVSE stations are an allowed accessory use for all principal land uses. Any EVSE spaces installed voluntarily as accessory uses shall comply with the standards of Section 10-10 (D) and (E).

Section 2. Amendment of Article 10

Article 10: Off-Street Parking and Loading is hereby amended as follows:

Section 10-10 Electric Vehicle Charging Stations

B.A. Applicability. The requirements of this section apply to all new parking lots and to expansions of existing parking lots that increase the total number of spaces by ten (10) or more.

B. Applicability. The requirements of this section apply to all new parking lots and to expansions of existing parking lots that increase the total number of spaces by ten (10) or more.

C. Electric Vehicle Charging Stations Required.

1. Parking areas with 20–49 spaces shall provide at least one (1) EVSE space.
2. Parking areas with 50–99 spaces shall provide at least two (2) EVSE spaces.
3. Parking areas with 100 or more spaces shall provide at least one (1) EVSE space per 50 spaces, in addition to the first two (2) spaces required.

D. Equipment.

1. Charging Capacity.

- a. EVSE stations accessory to single-family detached or duplex uses may be a level 1 or level 2 charging capacity.
- b. EVSE stations that are accessory to all other mixed-use, multi-family, and nonresidential uses shall be a minimum of a level 2 charging capacity.

2. All connections of the EVSE to electrical utility equipment shall be underground.

3. EVSE spaces shall comply with applicable building and electrical codes.

E. Design and Location.

1. EVSE spaces shall be clearly designated with signage and pavement markings.

2. EVSE spaces shall be sited in a manner that provides convenient pedestrian access to the principal use, comparable to other customer/visitor parking spaces.

3. Where possible, EVSE spaces shall be integrated into well-lit, visible areas of the parking lot.

4. Charging equipment shall be mounted on a permanent foundation or wall, shall not obstruct pedestrian circulation, and shall not reduce the minimum required width of accessible routes.

~~1.—~~

F. EVSE Stations Installed Voluntarily. EVSE spaces installed voluntarily as accessory uses under Section 2-03 shall also comply with the design and equipment standards of subsections (D) and (E) regardless of whether EVSE Stations are required on the site pursuant to Section (A) above.

G. Flexibility and Exceptions. The Planning Commission may waive or modify the number or location of EVSE spaces if the applicant demonstrates:

1. Site conditions make installation impractical; or

2. Adequate public or shared EVSE facilities exist within three hundred (300) feet of the site; or

~~1-3.~~ The proposed use has unique parking characteristics that do not warrant the required number of EVSE spaces.

Section 3. Amendment of Article 20

Article 20: Definitions, Section 20-4 Definitions: D-E is hereby amended as follows:

Electric Vehicle Charging Station (EVSE): A public or private parking space that is served by battery charging equipment for the purpose of transferring electric energy to a battery or other energy storage device in an electric vehicle. An EVSE space includes all required equipment, protective devices, and signage. An EVSE may be established as an accessory use pursuant to Section 2-03, subject to the design and equipment standards of Article 10.

ZONING REPORT

		VILLAGE OF SUTTONS BAY ZONING REPORT	
Prepared:	10/10/2025	Pages:	1 of 1
Meeting:	October 2025 PC & Council	Attachments:	0 ☐
Subject:	Zoning Report for September 2025		

LAND USE PERMITS ISSUED

		NEW	ADU	ALTERATIONS	ACCES.	FENCE	COMMERCIAL,
DATE	TOTAL	HOMES		ADDITIONS	STRUCT.		SIGNS / OTHER
September 2025	0	0	0	0	0	0	0
Year To Date	11	0	0	2	1	2	6

ZONING BOARD OF APPEALS

- Application pending for an ordinance interpretation and/or variance.

LAND DIVISION

- Application under review for property transfer.

STAFF REPORT

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

RECOMMENDATIONS TO PC:

None at this time