



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
420 N. FRONT STREET
SUTTONS BAY, MI 49682
MEETING MINUTES OF OCTOBER 11, 2023

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

Present: Hetler, Hylwa, Pontius and Suppes

Absent: Feringa, Ostrowski and Smith

Staff present: Fay, Kopriva and Patmore

Approval of agenda

Suppes moved, Hylwa seconded, CARRIED, to approve the Planning Commission meeting agenda as presented. Ayes: 4, No: 0.

Approval of minutes

Suppes moved, Hylwa seconded, CARRIED, to approve the Planning Commission meeting minutes of September 13, 2023, as presented. Ayes: 4, No: 0.

Public Hearing 2023 Master Plan

The public hearing opened at 5:03 p.m.

Public comment received from Bill Perkins stating he believes multi-family housing/small apartment buildings should be allowed in the gateway district.

The public hearing closed at 5:05 p.m.

Suppes moved, Hylwa seconded, CARRIED, to recommend approval of the 2023 Master plan to Village Council. Ayes: 4, No: 0.

Public Hearings - Zoning Ordinance Amendments

- 4-3 (C) Spatial Requirements-High Water Mark
- 5-3 (B) Spatial Requirements - High Water Mark
- Section 20-13 - Water's Edge Definition
- Section 20-11 - Setback from Historic High Water Mark Definition
- Section 20-12 - Accessory Dwelling Definition

The public hearing opened at 5:07 p.m.

Public comment received from Alan Harris asking for information as to how these amendments will affect an existing structure. What does “high water mark” mean? Commissioners/staff stated the amendments are to clarify and make the language consistent throughout the zoning ordinance. The amendments will define where the setbacks are measured from.

The public hearing closed at 5:17 p.m.

Commissioners reviewed the proposed text amendments, and the Evaluations of proposed text amendments found in Kopriva’s report, and made the following findings of facts:

- The proposed text amendments would clarify the intent of the ordinance and help with further enforcement of the Zoning Ordinance.
- The amendments will correct an oversight of the ordinance by further defining language to help with enforcement and implementation of the Zoning Ordinance.
- The proposed text amendments are not in response to any State legislation, recent case law or opinions from the Attorney General.
- The proposed amendments would not promote compliance with changes in other County, State or Federal regulations.
- The amendments do not add a use to a district.
- The amendments do not create incompatible land uses.
- There does not appear to be any conflict with any other reports, studies, or other documents.
- The amendments are only related to definitions and clarifications. There is no impact on public facilities.
- The proposed text amendments are consistent with the Village’s desire to protect the public health, safety and welfare of the community.

Pontius moved, Suppes seconded, CARRIED, to recommend approval of zoning amendments for high water mark, water’s edge, and accessory dwelling units to Village Council as the changes meet the criteria of Section 18-3(C) of the Zoning Ordinance.
Ayes: 4, No: 0.

Hetler referred to a memo from Petroskey found in the packet and requested the Michigan Historic High Water mark sections referred to in the memo be placed on the agenda in November.

Hetler requested the wetlands discussion previously postponed be placed on the November agenda, and requested Commissioners bring Kopriva’s report dated 9-8-23, Wetland Ordinance, found in the September meeting packet, to the November meeting.

Reports

Zoning Administration Report

The Zoning Administration Report was submitted by Patmore and can be found in this meeting packet. Patmore stated lots of questions have come up. Patmore stated he made some recommendations, found in the packet, to address a discrepancy in the zoning ordinance requirements for side setbacks in the Hillside Residential district. Commissioners requested this be placed on the November agenda. Kopriva will address the discrepancies for the next meeting.

Village Council updates

Suppes stated Village Council had their first joint meeting with the DDA board, to improve communication and understanding of the board's respective roles. The two boards would like to meet twice a year. The boards named common goals such as public bathrooms, a pedestrian bridge at the Coal Docks and wayfinding signs. The boards also discussed hiring a DDA consultant to help them move forward with projects/goals. Suppes stated a public hearing will be held on October 16th for the amended Short-Term Rental Ordinance. Council approved a 10% cost of living allowance for the Village Manager. On October 28th, Green Suttons Bay will be planting approximately 20 trees at North Park. Volunteers are needed.

Good of the order

Pontius and Kopriva clarified the role of the DDA stating the ability to tax themselves to raise funds, and apply for grants. The dollars collected are from the increase in property values. It is a reallocation of tax money but does not raise taxes. The DDA is their own entity with different functions and abilities.

The meeting adjourned at 5:38 p.m.

Meeting minutes submitted by Shar Fay, Clerk.