



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
420 N FRONT ST, SUTTONS BAY, MI 49682
MEETING MINUTES OF JANUARY 10, 2024

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

Present: Steve Feringa, Richard Hylwa, Jared Pontius and Roger Suppes

Absent: Gail Hetler and Frank Smith

Staff present: Shar Fay, Sara Kopriva and Steve Patmore

Approval of agenda

Hylwa moved, Feringa seconded, CARRIED, to approve the agenda as presented.

Ayes: 4, No: 0.

Approval of minutes

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

Wetland Ordinance Language – Continued Discussion

Suppes noted that on page 14 and as a result of eliminating I., J. and K. need to be changed to I. and J. Commissioners asked if there was an alternative to a Wetlands Ordinance and Kopriva stated that a standard to maintain the natural wetlands can be put in the Zoning Ordinance.

Commissioners discussed issues that cause concern in the creation of a Wetland Ordinance; specifically:

- The number of applicable parcels that are not contiguous to the Township, the Great Lakes or Leo Creek
- Creating an ordinance that may have little impact
- The reality of creating a new board that has the expertise and qualifications necessary
- Reporting and record keeping

It was the consensus of Commissioners to have Kopriva determine the applicable wetland parcels and their size within Village jurisdiction. Following that determination, Commissioners will consider sending the proposed Wetlands Ordinance to Village Council to ascertain their interest in the ordinance. The Wetland Ordinance will be placed on the next meeting agenda as unfinished business.

Election of Officers

The following nominations for officers were made: Pontius nominated Hetler as Chairperson, Suppes nominated Pontius as Vice-Chairperson, and Pontius nominated Feringa as Secretary.

Suppes moved, Hylaw seconded, CARRIED, to accept the nominations and elect Hetler as Chairperson, Pontius as Vice-Chairperson and Feringa as Secretary. Ayes: 4, No: 0.

Planning Commission 2023 Annual Report

Feringa moved, Suppes seconded, CARRIED, to approve the Planning Commission 2023 Annual Report and recommend the report be sent to Village Council for acceptance.

Ayes: 4, No: 0.

Reports

Zoning Administration Report – The report was submitted by Patmore and can found in the meeting packet. Patmore stated the it has not been a busy month for permitting. An inquiry was made by a civic organization that owns a single-family dwelling in the central residential area to modify it into a duplex for long term renting. In addition, Patmore and Kopriva had a pre-application meeting for a zoning ordinance amendment.

ZBA Report – Patmore stated the 13th Circuit Court upheld a decision made by the ZBA.

Good of the order – Kopriva stated if the Planning Commission doesn't have anything more for February's agenda other than the Wetlands Ordinance, the February meeting could be canceled. Commissioners concurred.

The meeting adjourned at 5:47 pm.

Meeting minutes submitted by Shar Fay, Clerk.