



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
MEETING MINUTES OF NOVEMBER 8, 2023
420 N FRONT ST
SUTTONS BAY, MI 49682

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

Present: Feringa, Hetler, Hylwa, Pontius, Smith and Suppes

Absent: Ostrowski

Staff present: Fay, Patmore and Kopriva

Approval of agenda

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

Ayes: 6, No: 0.

Approval of minutes

Suppes moved, Hylwa seconded, CARRIED, to approve the Planning Commission meeting minutes of October 11, 2023. Ayes: 6, No: 0.

2024 Planning Commission Budget

Suppes moved, Smith seconded, CARRIED to recommend the proposed 2024 Planning Commission budget to Village Council for approval. Ayes: 6, No: 0.

Resolution to Recommend Master Plan Adoption to Village Council

Suppes moved, Pontius seconded, CARRIED, that the Village of Suttons Bay Planning Commission recommends the Village Council adopt this Master Plan for the Village of Suttons Bay, along with the text, maps, charts, graphs, and other descriptive materials contained in the Plan, with an affirmative unanimous roll call vote. Ayes: 6, No: 0.

Proposed Amendments for Michigan Historic High-Water Mark

Pontius moved, Smith seconded, CARRIED, to set a public hearing for December 13, 2023, to amend text in Sections 2-6 Environmental Protection and Section 2-21 Walls and Fences, as presented in Kopriva's report dated 11-3-23. Ayes: 6, No: 0.

Proposed Amendment Hillside Residential – Side Setback Discrepancy

Suppes moved, Smith seconded, CARRIED, to set a public hearing for December 13, 2023, to update the text in table 4-3, as presented in Kopriva's report dated 11-3-23.

Ayes: 6, No: 0.

Wetland language

- Kopriva referred to the Wetlands Map found in the packet, stating that applications for any work done in the blue area of the map would require adherence to the Wetlands Ordinance once approved. This would include any parcel under two acres. Anything over two acres is regulated by EGLE.
- Kopriva referred to Section 4.2 stating it is possible to change who the Board consists of, emphasizing the need to appoint individuals with experience in wetlands. The difficulty of this task was voiced by Commissioners. Commissioners suggested individuals tied to the Leelanau Conservancy, DNR, Leelanau County residents, and residents of Suttons Bay Township (up to two individuals). Commissioners suggested a stipend for this board. Do other Leelanau County municipalities already have a Wetlands Ordinance in place?
- Are references to iron and copper found in Section 5.2 applicable to the Village?
- Suggestion to add man-made sedimentation basins.
- The proposed Wetlands Ordinance requires a Wetlands Administrator, who could be a staff member. Fees and escrows to cover the Wetlands Consultant would need established.
- The ordinance would require a lot of record keeping.
- A suggestion was made to add language that encourages wetland restoration. Kopriva will look into this.
- Change the language in Section 10 from DEQ, to EGLE.
- Commissioners would like the Wetlands Ordinance be placed on the agenda for December, with the goal of moving the Ordinance to Village Council in January.

2024 Schedule

Feringa moved, Smith seconded, CARRIED, to approve the 2024 Planning Commission Meeting Schedule as presented. Ayes: 6, No: 0.

Reports

Zoning Administration report

The Zoning Administration report was submitted and can be found in this meeting packet.

Village Council updates

Suppes stated a few changes in the 2024 Fee Schedule have been recommended to Council for approval, such as Marina Fees and Short-Term Rental fees.

Good of the order

Pontius stated a few trees were planted in North Park, Marina Park, and on Grove Street, and that many volunteers showed up for the planting.

The next regular Planning Commission meeting will be held on December 13, 2023.

The meeting adjourned at 6:13 p.m.

Meeting minutes submitted by Shar Fay, Clerk.