



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
MEETING MINUTES OF SEPTEMBER 29, 2021

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

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

Absent: Danielson

Staff present: Fay, Kopriva, and Petroskey

Approval of Agenda

Smith moved, Ostrowski seconded, CARRIED, to approve the agenda as presented, with an affirmative unanimous roll call vote. Ayes: 6, No: 0

Approval of Minutes

Suppes moved, Ostrowski seconded, CARRIED, to approve the August 11, 2021, Planning Commission meeting minutes, with an affirmative unanimous roll call vote. Ayes: 6, No: 0.

Public Comment

Lois Bahle asked if the Draft survey in the packet is a final. It is not, it is an updated draft. Bahle referred to question one noting five extra boxes. The draft will be cleaned up. She stated she believes the last two questions belong in the business survey.

Draft Community Survey

Kopriva states the format is difficult to work with but that the final version will be cleaned up, such as boxes, bolding and fonts, renumbering. Kopriva referred back to her Master Plan memo in the packet and further stated that once the Master Plan consultant is hired, that individual may have further comments/changes based on their past experience. There will be an opportunity for further comments as well as input sessions from the public.

Commissioners discussed and recommended the following:

- Questions #6 – Typo. Just need reformatted.
- Question #12 - Add work force housing and the lack thereof, relative to Zoning. Is this a better question for the business survey? Kopriva states it is her understanding these issues are being dealt with separately and elsewhere outside of the survey.

Commissioners asked to know where it is being dealt with. Kopriva states she will check with the Manager about the housing component.

- Question #13 – Add festivals and events. In addition, boxes should read, yes, but only during festivals and events, No, and Unsure.
- Question #18 - What kind of rental is being referred to? Be specific. Short or long term? Short term rentals should be defined, such as, less than 30 days.
- Adding questions about schools were discussed, how it affects land use, and its relevance to the Master Plan. Kopriva states survey questions are based upon sectors of the economy that could be expanded based on population and numbers.
- It was the consensus of Commissioners to remove the question regarding parking meters.
- Question #20 – Reconstruct the question to read: Would you be willing to pay a tax or assessment to finance the construction and maintenance of public bathrooms in the Village? The question is applicable to both the residential and business survey.
- Commissioners requested Kopriva ask the Manager if curbside recycling has been explored.

Kopriva will put together another revision and have it available at the next Planning commission meeting.

S. Gateway Design Standards

Kopriva referred to her report noting the only real change is in Section 5.7, commercial uses only. The standards in Section 5-6 would apply to N. Gateway and residential in S. Gateway, essentially replacing 5-7 with that proposed language. It removes the deviation language and replaces it with commercial use in S. Gateway.

Section 5-7

C1. Roofs – There is a missing word following “shall”.

E1. Walls – Add, wood and/or brick or stone

F1. Accessory Structures – Orientation – Add, entry doors shall be oriented toward the back alley. Add, if no alley exists, the entry doors should orient toward the side or rear.

G. Trash Storage – Typo, change form to from.

I. Loading – Add the word area to Loading area. Kopriva will reconstruct this section.

Kopriva will provide a revision at the next Planning Commission meeting.

Public Comment

Lois Bahle commented on curbside recycling, and believes site plan reviews of multiple units should include a recycling component. Bahle suggests adding work force housing to the survey and also suggests to initiate a TIF district in the DDA for bathrooms. She would like to see the bathrooms open through the end of October. Bahle suggests a Village business delegate a small space for public bathrooms and a Visitors center with a private entry.

Reports

Village Council Updates – Suppes stated the issue of Short-Term Rental and state control has been tabled, noting a survey that preferred local control of Short-Term Rentals versus the State of Michigan gaining control of STR's.

Good of the Order

Ostrowski remarked about the temporary move of the recycling bins. Hetler requested Ostrowski obtain an update on the recycling location.

Hetler further requested Hylwa obtain an update on the closure of the public bathrooms, and suggests they remain open until November 1st.

Announcements

The next Planning Commission meeting date is October 13, 2021 at 5:00 p.m.

Adjournment

Smith moved, Ostrowski seconded, CARRIED, the adjourn the meeting. The meeting adjourned at 6:21 p.m. Ayes: 6, No: 0.

Meeting minutes submitted by Shar Fay, Village Clerk.