



VILLAGE OF SUTTONS BAY  
PLANNING COMMISSION  
MEETING MINUTES OF NOVEMBER 12, 2020

The meeting was called to order at 5:30 p.m. by Chairperson Hetler.

Present: Hetler, Hylwa, Pontius, Ostrowski, Smith and Suppes  
Absent: Danielson  
Staff present: Fay, Larrea, Petroskey and Couturier, Zoning Administrator

Approval of Agenda

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

Member Conflict of Interest on any item on the Agenda

Roger Suppes and Frank Smith declared a possible conflict of interest relative to Agenda Item #7, Waterfront District, due to being employed by the Bahle Family. Ostrowski moved, Hylwa seconded, FAILED, to accept the recusals of Roger Suppes and Frank Smith as it relates to Agenda item #7, Waterfront District, by an opposing unanimous roll call vote. Ayes: 4, No: 0.

Approval of minutes

Suppes moved, Ostrowski seconded, CARRIED, to approve the Planning Commission meeting minutes of October 14, 2020, by an affirmative, unanimous roll call vote. Ayes: 6, No: 0.

Public Comment

Rick Andrews of 345 S. Shore Drive thanked the Planning Commission for their work on the Waterfront project and stated the Waterfront District Evaluation report was well done.

Report VSB-2020-52 Waterfront District

Smith moved, Suppes seconded, CARRIED, that following the evaluation of the zoning ordinance as it relates to the minimum lot size, minimum lot width, and/or related setbacks in the Single Family Waterfront District, it was determined that no action to amend the zoning ordinance will be taken at this time, and for reasons stated in VSB Report 2020-52 and being made a part of this motion, by an affirmative unanimous roll call vote. Further discussion is warranted on eliminating minimum lot depth, which will take place at the Master Plan level. Ayes: 6, No: 0.

Fence Form discussion

Provided in the packet were examples of fence forms that could assist in showing an applicant's intent. The examples are a tool for consideration of adding additional regulations on fences to the Zoning Ordinance. Larrea stated the importance of having standards in the downtown area.

This would be a small amendment to the Zoning Ordinance if Commissioners support the amendment. Commissioners agree that fence form regulations should be discussed further at the next Planning Commission meeting. Larrea encouraged Commissioners to look around at other fences within the Village.

#### Report VSB-2020-60 Annual Budget

Suppes moved, Smith seconded, CARRIED, to recommend to Council the adoption of the proposed 2021 Planning Commission budget, by an affirmative unanimous roll call vote.  
Ayes: 6, No: 0.

#### Reports

##### Zoning Administration report

Couturier reported a minor amount of permitting this month.

##### ZBA Report

Couturier reported Bylaws and the ZBA budget as agenda items at the next ZBA meeting.

##### Managers' Report

Larrea stated staff have been working on the 2021 Annual budget. The budget for the Planning Commission is similar to last year. Later into next year Commissioners will embark on a new Master Plan. The TAP Grant will be closed out soon. MDOT is working on securing funding to mill and repave downtown sometime in the next couple of years. Installing erosion control at the fishing pier near Inland Seas is complete. Staff have been working on closing out projects.

##### Village Council updates

Suppes stated an Elm Street proposal has been accepted, which will be completed in the Spring/Summer. This project would allow the Village to seek out other funding for the culverts on Elm Street.

#### Good of the order

Hetler requested a follow up to the Parks and Rec discussion be placed on the next Planning Commission agenda.

#### Adjournment

Smith moved, Suppes seconded, CARRIED, to adjourn the meeting. Ayes: 6, No: 0.

The meeting adjourned at 6:03 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.