



VILLAGE OF SUTTONS BAY  
PLANNING COMMISSION  
MEETING MINUTES OF MARCH 10, 2021

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

Present: Hetler, Hylwa, Ostrowski, Pontius and Suppes  
Absent: Danielson and Smith  
Staff present: Fay, Larrea and Miller  
Guests: Sara Kopriva

Approval of Agenda

Suppes moved, Ostrowski seconded, CARRIED, to approve the Agenda as presented, with an affirmative unanimous roll call vote. Ayes: 5, No: 0.

Approval of Minutes

Suppes moved, Ostrowski seconded, CARRIED, to approve the Planning Commission meeting minutes of February 10, 2021, by an affirmative unanimous roll call vote. Ayes: 5, No: 0.

Public Comment

Richard Baldwin requested assistance on a new build within the Village; he was referred to the Zoning Administrator.

Public Hearing - Report VSB 2021-13 Map Amendment

The public hearing opened at 5:08 p.m. Having heard no public comment the public hearing closed at 5:08 p.m. Suppes moved, Pontius seconded, CARRIED, to recommend that the Village Council adopt the proposed amendment to the Village of Suttons Bay Zoning Map, as described in Report VSB-2021-13, by an affirmative unanimous roll call vote. Ayes: 5, No: 0.

Public Hearing – Report VSB 2021-14 Fence Amendment

Larrea made a correction to 3.b stating the sentence should read “No fence or wall shall be erected as to obstruct a clear vision area”. The public hearing opened at 5:11 pm. A comment was received from Yohan Shmidt specifically stating “Well I think it is a good idea but not so good at the same time. I do have some problems with homeland so it can get tedious at times.” Having heard no further comments, the public hearing closed at 5:15 p.m. Hylwa moved, Pontius seconded, CARRIED, to recommend the Village Council adopt the proposed amendment as corrected to the Village of Suttons Bay Zoning Ordinance Section 2-21, as described in Report VSB-2021-14, by an affirmative unanimous roll call vote. Ayes: 5, No: 0.

#### Planner Introduction – Sara Kopriva

Larrea introduced Sara Kopriva as the Village's Consultant Planner. Ms. Kopriva will assist with the Zoning Ordinance, Planning, and work with the Planning Commission and their meetings. She has over 15 years of experience. Welcome Sara.

#### Public Comment

Lois Bahle asked if the Planning Commission has set goals. She encouraged the Planning Commission to return to the housing checklist and work on workforce housing.

#### Reports

Manager's Report - Larrea stated discussions at the Committees level regarding moving the clean up day to the fall and streamlining leaf pick up to a more sustainable process allowing DPW staff to put their efforts more on infrastructure. Also, creating a compost pile at the dump that would be available to Village residents. The Village is considering hiring a part time staff person to mow the parks.

Village Council Updates – Suppes stated a public hearing will take place at the next Village Council meeting on the Land Division Ordinance. Suppes stated the Sue Gentges is retiring from the Library Board and that if anyone is interested please contact the Library.

#### Good of the Order

Ostrowski asked about the maximum size of ADU's as 600 square feet and 800 square feet in the Hillside residential, noting other communities were larger. He would like the issue as an Agenda item as well as the affordable housing checklist. Larrea stated the Master Plan will cover some of these items.

Suppes asked when the Village will open back up to in person meetings. Larrea stated is in unknown at this time.

Announcements: The next Planning Commission meeting will be held on April 14, 2021.

#### Adjournment

Ostrowski moved, Suppes seconded, CARRIED, to adjourn the meeting, by an affirmative unanimous roll call vote. Ayes: 5, No: 0.

The meeting adjourned at 5:41 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.