



## VILLAGE OF SUTTONS BAY

### Via Remote Access

### Village Planning Commission

420 Front Street, Suttons Bay

October 14, 2020 at 5:30 pm

### Agenda

1. Call to order
2. Roll call and notation of quorum
3. Approval of Agenda
4. Member conflict of interest on any item on the Agenda
5. Approval of minutes dated: September 9, 2020 and September 23, 2020
6. Public comment/Written communications (Reserved time for items listed on the Agenda). Please limit remarks to no more than three (3) minutes
7. Old Business
  - a. Waterfront District Discussion Continued
  - b. Parks & Recreation Plan Discussion Continued
8. New Business
9. Public comment
10. Reports
  - a. Zoning Administration Report
  - b. Manager Report
  - c. ZBA Report
  - d. Village Council updates
  - e. Parks Committee
11. Good of the order
12. Announcements: The next meeting date is November 11, 2020.
14. Adjournment



VILLAGE OF SUTTONS BAY  
PLANNING COMMISSION  
MEETING MINUTES OF SEPTEMBER 9, 2020

The meeting was called to order at 3:34 p.m., by Chairperson Hetler.

Present: Hetler, Hylwa (arriving at 4:18 p.m.), Ostrowski (arriving at 3:26 p.m.), Pontius, Smith and Suppes

Absent: Danielson

Staff present: Fay and Larrea

Guests: Angela Harris, Rick Andrews, Karin Andrews, Thomas Koch and Lois Bahle

Approval of Agenda

Smith moved, Suppes seconded, CARRIED, to approve the Agenda as presented.

Ayes: 4, No: 0.

Approval of Minutes

Suppes moved, Smith seconded, CARRIED, to approve the Planning Commission meeting minutes of August 19, 2020, submitted by Fay. The meeting minutes can be found in this meeting packet. Ayes: 5, No: 0.

Public Comment/Written Communications

Fay stated email communications received in opposition of proposed change in minimum buildable lots on South Shore Drive. Planning Commissioners have received the communications. Public comments received in opposition to adjusting the lot dimensional standards along the Single-Family Waterfront District (SFWR), from Rick Andrews, Angela Harris and Thomas Koch. Comment received from Lois Bahle supporting adjusting the lot dimensional standards along the SFWR.

Old Business

Report VSB-2020-42 Waterfront District Discussion/Input

In addition to this report, Larrea stated he has reviewed past discussions as well as the Zoning Ordinance, specifically table 4-3 and provided synopsis of sections of the Zoning Ordinance. Following discussions, it was the consensus of Commissioners to perform a door to door survey in the SFWR within the next week. Larrea will assist with

developing neutral questions and encouraged Commissioners to look at the district as a whole. A Zoom meeting will be set up with those Commissioners who were able to perform the door to door survey.

#### Report VSB 2020-43 Parks & Recreation Plan Discussion

In addition to this report, it was the consensus of Commissioners to participate in a walking tour of the Village's parks, scheduled for September 23, 2020, at 3:30 p.m. The tour will begin at the Village Hall. If a Commissioner is unable to attend the walking tour, they are encouraged to do an individual tour and provide input to Larrea, who will track and provide information back to Commissioners.

#### Housing North Checklist

Larrea provided rationalizations as to why this may be a better exercise for the Township, noting existing limitations and higher properties values within the Village to support affordable housing. The township could embrace this initiative by creating opportunities on the fringe of Village property and partnering with the Village for water and sewer. Larrea stated a better Planned Unit Residential Development (PURD) Ordinance would allow for incentive bonuses and higher density that could support the Housing North initiative in the Village. Larrea will look for an example as to how this is done. This is a goal that could be placed in the Master Plan. It was the consensus of Commissioners to move ahead in developing a PURD.

Hylwa arriving at 4:18 p.m.

#### New Business

#### Report VSB-2020-44 Zoning Ordinance Amendment Discussion

Item 1. Section 2-4 Access, Driveways, Private streets - Commissioners request a draft of a better way to write this section. Larrea will provide some samples.

Item 2. Walls, Fences and Screening – Larrea suggests a form-based code for this section and will provide sample pictures.

Item 3. Section 9-7 Multi-family limitation - Commissioners requested Larrea provide the districts this would apply too, as well additional information. Larrea stated a good example to reference regarding this section would be to look at the form-based ordinance (a hybrid of a form-based ordinance) used at the Grand Traverse Commons in Traverse City.

#### Public Comment

Lois Bahle suggests Commissioners do an inventory of housing (short term rentals, seasonal, and full-time residents) in the waterfront district because this could affect the

results of survey. She further likes the idea of incentivizing to gain interest in developing affordable housing. She encourages Commissioners to hold a joint meeting with the township.

Rick Andrews questioned how the Waterfront study would benefit all and not just an individual property.

#### Reports

ZBA Report – Smith informed Commissioners that at the last ZBA meeting, a fence variance request was denied and a set back variance was approved.

Manager report – Larrea stated Village employees were working on the Coal dock erosion today, placing large sandbags there, which is one step of a process, and that the Village is working with the State, DEQ, and EGLE on erosion issues.

Village Council updates– Suppes referred Commissioners to the Village website for updates on Village Council meetings.

#### Good of the order

Commissioner asked for a status of the Madison Street property that is currently for sale. The Village has issued a violation and that there are deed restrictions on that property.

#### Adjournment

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

The meeting adjourned at 4:58 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk





PLANNING COMMISSION SPECIAL MEETING  
MINUTES OF SEPTEMBER 23, 2020

The meeting was called to order by Chairperson Hetler, at 3:30 p.m.

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

Approval of Agenda,

Suppes moved, Hylwa seconded, CARRIED, to approve the Agenda as amended, adding Agenda Item: Single Family Waterfront survey discussion. Ayes: 4, No: 0.

Single Family Waterfront discussion

Three Commissioners will be participating in the walking survey of the Single-Family Waterfront properties. A list was divided according to location and surveys will be completed within the next week. Addresses will be added to the top of the survey and a notation will be made as to who received the survey, and at which addresses there was no response.

Park Walk

Four Commissioners completed a walking tour of the North Park, Marina Park, South Side Marina Park and Coal Dock Park. Commissioners reviewed each of the Action Items listed in Chapter 5: Goals and Objectives, from the Five-Year Recreation Plan 2013, and determined whether the item had been completed and could be dropped, or whether it should be ongoing. Commissioners discussed amendments and additions to the existing Action items. Commissioners individually or in groups will continue evaluation of the remaining parks using the same criteria and will submit their notes to the Village office.

Good of the Order

Commissioners had the following questions/comments:

- Who is responsible for replacing the dog waste bags in the dispensers – two dispensers were empty?
- Who is responsible for the maintenance of the wooden walkway that is at the east end of the Millside Building that runs from South Side Marina Park to the Coal Dock Park – it is not in good repair and has become very overgrown?

- Are there plans and funds available to complete the big sand bag project on the corner by the Inland Seas Ship?
- Is there an electronic version of the survey that we can send to owners if their email address is known?

The meeting adjourned at 5:15 p.m.

Meeting minutes taken by Gail Hetler and submitted by Shar Fay, Village Clerk.