



VILLAGE OF SUTTONS BAY

Planning Commission

420 N. Front Street, Suttons Bay, MI 49682

November 2, 2022 at 5:00 pm

Special Meeting Agenda

For the public wishing to view the meeting using remote attendance, there will also be a Zoom link (which can be found on our website at www.suttonsbayvillage.org). Public participation shall be limited to in-person or via written communication received prior to the meeting.

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 -October 5, 2022 Minutes
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. 2022 Master Plan Update
8. New Business
9. Public comment
10. Reports
 - a. Zoning Administration Report
 - b. ZBA Report
 - c. Village Council Updates
11. Good of the order
12. Announcements: Regular Meeting November 9, 2022
13. Adjournment

If you are planning on attending this meeting and are disabled requiring any special assistance, please notify the Village Clerk by calling 231.271.3051 or by email at suttonsbay@suttonsbayvillage.org as soon as possible.



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
MEETING MINUTES OF OCTOBER 5, 2022

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

Present: Feringa, Hetler, Ostrowski, Pontius, and Smith
Absent: Hylwa and Suppes
Staff present: Fay, Petroskey, and Kopriva, Planner

Approval of agenda

Smith moved, Ostrowski seconded, CARRIED, to approve the agenda as presented.

Ayes: 5, No: 0.

Approval of minutes

Feringa moved, Smith seconded, CARRIED, to approve the Planning Commission meeting minutes of September 14, 2022, as presented. Ayes: 5, No: 0.

Public Comment

Perkins asked how decisions are made and referred to the sand at Marina Park.

Public Hearing Parks and Recreation Plan

The public hearing opened at 5:03 p.m. Written comments were received from Suttons Bay Township, Pete Ostrowski and Lois Bahle. The written comments regarding the Parks and Rec Plan can be found in this meeting packet. The public hearing closed at 5:05 p.m.

Ostrowski moved, Smith seconded, CARRIED, to accept the Parks and Recreation Plan as presented. Ayes: 0, No: 5.

Hetler reviewed and Commissioners discussed Ostrowski's comments found in the packet. It was the consensus of Commissioners to make the following changes to the Parks and Rec Plan:

- Page 4 - Leelanau Trail paragraph, change "TART" to "TART Trails."
- Page 19 - Ice Rink paragraph and following the word "skating", add, "The rink also hosts a pond hockey league. Beloved by students, kids and adults, these winter activities have been going on for generations, thanks to volunteers and township support."

- Page 20 - First line, add, "The park was purchased in 2008 and has recently added a multiple purpose field for use by the Leelanau Soccer Club. Future projects include a pump track, dog park and more pickleball courts."
- Page 21 - Remove ")" in the first line.
- Page 23 - Regarding the symbol for Northport, remove the diamond and leave the star.
- Page 25 - First paragraph, add "Trails" following TART.
- Page 25 - Change the ACS numbers to the 2020 numbers.
- Page 25 - Change the # of Short-Term Rentals to "63".
- Page 41 - Add language to imply the stream will improved as needed
- Page 43 & 44 - Add language that specific projects will be developed annually.

Hetler reviewed and Commissioners discussed Suttons Bay Township's comments. It was the consensus of Commissioners to make the following changes to the Parks and Rec Plan:

- Page 15 - Change the current acreage for Graham Green acres to "45".
- Page 15 - Regarding the boat launch, Kopriva will research the boat launch in Suttons Bay Township and make a determination where it should be in the plan.

Hetler reviewed and Commissioners discussed Lois Bahle's comments. It was the consensus of Commissioners to make the following changes to the Parks and Rec Plan:

- Page 1 - Add Northport to the list.
- Page 16 - Add the history that created the name of Deuster Park.
- Page 26 - Correct the spelling error of "privately."
- Page 31 - Following "water fountains" add language, "install and replace".

Smith moved, Ostrowski seconded, CARRIED, to recommend the Parks and Recreation Plan to Village Council for adoption, with the recommended changes found in these minutes. Ayes: 5, No: 0.

Public Comment

Lois Bahle congratulated Commissioners on the completion of the Parks and Rec Plan. She further suggested looking for grant money.

Reports

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

ZBA report - The next ZBA meeting will be October 19, 2022, at 5:30 p.m.

Good of the Order

Smith suggested the Suttons Bay Art Festival Board consider having the vendors/artists and their trailers park at Suttons Bay Schools instead of street parking which takes up valuable customer parking.

Announcements

The Planning Commission meeting scheduled for October 12th, has been canceled. This meeting has been moved to November 2, 2022, at 5:00 p.m.

Adjournment

Feringa moved, Ostrowski seconded, CARRIED, to adjourn the meeting.

Ayes: 5, No: 0.

The meeting adjourned at 5:43 p.m.

Meeting minutes submitted by Shar Fay, Clerk.

memorandum

DATE: October 26, 2022
TO: Village of Suttons Bay Planning Commission
FROM: Jill Bahm, Rose Kim and Eric Pietsch, Giffels Webster
SUBJECT: 2022 Master Plan Update

In preparation for the upcoming November 2 special meeting of the Planning Commission, we are including the following information:

- **Updated Future Land Use Descriptions.** At the upcoming meeting, we would like the Planning Commission to review the changes that have been made to the Future Land Use descriptions. As requested, text proposed to be deleted from the original descriptions is shown in ~~blue strikethrough~~ and new text proposed to be added in red underline.
- **Housing North's "Northwest Michigan Housing Ready Checklist."** We have conducted our assessment of how the Village of Suttons Bay meets the checklists included in the "Northwest Michigan Housing Ready Checklist" by Housing North. The Planning Commission may wish to discuss the items noted in red text for potential adaptation into the Master Plan.
- **Links to Heritage Corridor plan(s).** This was discussed last month, and the Planning Commission expressed interest in seeing the information. Here is the link for the [Leelanau Scenic Heritage Route Corridor Management Plan Update 2012](#).

Following the finalization to changes to the Future Land Use map and discussion of housing priorities, we will begin integrating the Planning Commission's discussions into the Action Strategy section of the Master Plan.

We look forward to meeting with you remotely next week!

Future Land Use Categories and Descriptions

The Future Land Use Map illustrates where the Village intends to locate general land use categories in the future. This map is accompanied by text that describes the categories shown on the map. The text is general in nature, to allow for some flexibility, but it should also be specific enough to not only guide any zoning amendments that may be needed to realize the vision of the plan but also to provide the Village support for land use policies and decisions (like a planned unit development (PUD) or a rezoning application). The following land use descriptions are from the 2011 Joint Master Plan. The Township-specific categories are not included as there do not appear to be inconsistent land uses at the shared borders.

November 2022 PC Meeting Discussion.

The original future land use text is presented in *italics* below. The **discussion** summarizes the October discussion and direction of the Planning Commission. Proposed revisions follow (in most cases). Text proposed to be deleted is shown in ~~blue-strikethrough~~ and new text proposed to be added in red underline.

Rural Residential

The Rural Residential category includes residential developments that provide a transition from the Village to a setting that is comprised of single-family dwellings characterized by the presence of natural landscape features and open space. Cluster design is encouraged for new Rural Residential developments to help preserve open space, farmland, scenic views, forests, and significant natural features, such as quality wetlands.

Discussion: At the October meeting, the Planning Commission discussed how the rural residential designation seemed more appropriate for the township. Yet, there are some areas in the village where the lots are a bit larger than in the neighborhood residential areas, closer to downtown. The proposed revision recognizes natural landscape features and scenic views that are highlights of this part of the village.

Proposed Revision: The Rural Edge Residential category includes residential developments that provide a transition from the Village to a setting that is comprised of single-family dwellings characterized by the presence of natural landscape features ~~and open space. Cluster design is encouraged for new Rural Residential developments to help preserve open space, farmland, and scenic views, forests, and significant natural features, such as quality wetlands.~~ Two-family dwellings and accessory dwellings that are compatible with single-family homes offer different dwelling types in this area. Space between homes preserve scenic views.

Neighborhood Residential

The Neighborhood Residential category includes a variety of residential types including detached single-family homes, duplexes, townhouses, and apartments that generally have the characteristics of traditional neighborhood design, such as a grid street system, sidewalks, small lots, and shallow setbacks. In-fill housing is encouraged in existing Neighborhood Residential areas. In addition, a modest mix of nonresidential uses is allowed in these areas to address the needs of neighborhood residents.

Discussion: The Central and Newer Village Residential zoning districts align with the Neighborhood Residential category. The Planning Commission discussed removing “apartments” as noted in the descriptive text above, since they are not permitted in either zoning category. Further, two-family dwellings are only permitted in the NVR district. In addition, there are no non-residential uses allowed in residential districts. There may not be a need for such uses, given the compact nature of the village.

Proposed Revision: The Neighborhood Residential category includes a variety of residential types including detached single-family homes, duplexes, townhouses, and apartments homes laid out in a pattern based on the Village's historic that generally have the characteristics of traditional neighborhood design, such as a grid street and sidewalk system and features sidewalks, small lots and shallow setbacks. In-fill housing is encouraged in existing New homes and additions should be compatible with the site layout and building form found in Neighborhood Residential areas. In addition, a modest mix of nonresidential uses is allowed in these areas to address the needs of neighborhood residents. Non-residential uses commonly found in residential areas, such as parks, playgrounds, places of worship and schools are expected. Improving and maintaining walkability is essential in these areas to ensure residents have access to local goods and services.

Shoreline Residential

The Shoreline Residential category includes residential developments that occur along shorelines. These developments incorporate techniques which help minimize the potential negative environmental and aesthetic impacts on the water resource. For example, shoreline buffers that help prevent erosion and filter storm water run-off is an encouraged design feature of new residential developments. In addition, developments that provide visual access to the water, pedestrian paths, public parks, and open space are preferred over developments that "wall off" the community from the water resource.

Discussion: The Planning Commission did not find that any updates are needed to this land use category.

General Commercial

The General Commercial category includes businesses that provide shopping and services at a regional level, such as a grocery store. New and renovated buildings within this category are subject to standards that support current access management techniques, environmentally sensitive landscaping, quality design standards, and Low Impact Design. Typically, General Commercial businesses require significant infrastructure needs and are therefore best suited to be in or adjacent to the Villages.

Discussion: The Planning Commission discussed the need to update this land use category to better align with the village's needs and goals and should reflect a focus on local goods and services as well as expand the potential for new retail uses.

Proposed revision: The General Community Commercial land use category includes stand-alone business and shopping centers that are intended to provide service to the Suttons Bay community rather than regional shoppers. Building siting and design encourages pedestrian activity, with sidewalks and pathways connecting land uses to surrounding areas. Landscaping and building materials should be high quality to ensure long-term maintenance.

Mixed Use

The Mixed Use category provides for areas where combinations of employment, housing, shopping, services, and recreational amenities are integrated in a compact, pedestrian oriented form. The Suttons Bay Community has several mixed use areas. However, each area has its own character and key features, which sets the tone for future development. These categories include:

- Mixed Use Center – Key feature: traditional multi-story, downtown buildings
- Mixed Use North – Key feature: existing residential units
- Mixed Use South – Key feature: natural amenities
- Mixed Use Waterfront – Key feature: existing building scale

Discussion: The Planning Commission recommended some additional text be added for clarity.

Mixed Use Center.

Proposed revision: The Mixed Use Center area is comprised by the historic core of the Village and is characterized by traditional multi-story buildings set to the sidewalk. The area will contain a mix of uses to serve visitors and tourism as well as year-round residents and contribute to and promote active street life and vitality in the center of the Village. The repurposing of buildings is encouraged to promote sustainability and preservation while filling the gaps in otherwise walkable blocks.

Mixed Use North.

Proposed revision: The Mixed Use North area starts at the northern boundary of the Village, through the intersection of M-22 and M-204 and moves south to the traditional center of downtown. The area closer to downtown was originally developed with a detached single-family home form that has been allowed to transition from residential to non-residential uses that have the effect of extending downtown north along M-22. Residential uses are still encouraged, particularly moving north out of the downtown area. Existing structures could be renovated with additional units, into duplex, triplex and quadplex homes to provide additional needed housing close to downtown. Further north, there are opportunities to develop a variety of homes that may include single-family detached, townhomes, duplex, triplex and quadplex homes.

Mixed Use South.

Discussion: The Mixed Use South Gateway starts at the south end of downtown and continues south to the village boundary. It is primarily developed with a mix of residential uses on the east side of M-22 and commercial uses on the west side. The Planning Commission may wish to discuss whether there are significant compatibility issues or concerns with the areas designated as Mixed Use South and General Commercial. The list of uses and the dimensional requirements are similar although slightly different. There may be some benefit to consolidating these designations for clarity and consistency of development.

Mixed Use Waterfront. No changes proposed.

Business Park

The Business Park category provides for industrial activities that pose minimal environmental impacts and/or office uses. Support uses such as childcare, community center, and technical training/educational facilities would also be appropriate in these areas. Ideally, Business Park areas will be of a campus-style character, with pedestrian amenities, attention to landscaping, and environmental protection. In addition, unified signage, entrances, streetscaping, and an effective road system are desired.

Discussion: The Planning Commission discussed the type of development envisioned in this area. While the focus of the existing text primarily relates to the township, there is still a need to accommodate limited industrial and warehousing uses in the village.

Proposed revision: The ~~Business Park~~ **Light Industrial** category provides for **limited** industrial, **public service and office uses activities** that pose minimal environmental impacts. Support uses such as childcare, community center, and technical training/educational facilities would also be appropriate in these areas. ~~Ideally, Business Park areas will be of a campus-style character, with pedestrian amenities, attention to landscaping, and environmental protection. In addition, unified signage, entrances, streetscaping, and an effective road system are desired.~~ **To support the local workforce, these areas should provide sidewalks and pedestrian access to both downtown and commercial areas as well as to nearby residential housing.**

Recreation

The Recreation category includes existing and future recreational facilities identified in the ~~Suttons Bay Township and~~ Village of Suttons Bay Recreation Plans. In general, this includes active and passive parks in addition to specialty parks, regional facilities, water access, trails, and other unique recreational facilities based on physical features or community focus.

Discussion: The Planning Commission did not propose any changes, other than removing reference to the township.

Public/Semi-Public

The Public/Semi-Public category includes facilities that are designed to serve the public interest, such as educational, governmental, religious, health, correction, military, cemeteries, airports, and public safety.

Discussion: The Planning Commission did not propose any changes.

Conservation

The Conservation category includes lands that have extremely sensitive natural systems, significant public/semi-public land holdings, or managed forest preserves. Permanent alterations to the natural landscape and the development of infrastructure are discouraged in these areas.

Discussion: The Planning Commission discussed the need for zoning standards to guide and regulate protection measures.

M-22 and M-204 Heritage Corridors

The M-22 Heritage and M-204 Corridors category includes lands adjacent to the M-22 and M-204 Corridors, as identified in the respective Heritage Corridor Plans. As indicated in these plans, roadside properties will be subject to access management, landscaping, and other aesthetic standards to help preserve the natural character of the roads.

Discussion: This category is shown as an overlay that includes 400' wide buffers on both roadways. Currently, the Zoning Ordinance does not have specific language to address the protection and preservation of viewsheds along these corridors. However, there are two documents (The M-22 Heritage Corridor Management Plan and Scenic Heritage Route M-22 Leelanau County Guidebook) to provide guidance if the Village wishes to include that action item in the Master Plan. **This information is provided to the Planning Commission for review.**

~~Village Growth Management Area~~

~~The Village Growth Management Area defines where more intense development will be directed, if and when this type of development is approved. A key purpose of the Village Growth Management Area is to contain costs on the potential extension of services, such as water, sewer, and roadways. In addition, it is anticipated that the growth management area will help preserve rural areas while contributing to a more vibrant village core. For example, the downtown business area is designated for businesses that support daily operations.~~

Discussion: The Planning Commission discussed removing the growth management area.

Zoning Plan

The Zoning Plan shows how the Village's planned future land use will be implemented through the Village's Zoning Ordinance. The table below shows how the land uses of the Master Plan generally align with the Village's zoning districts (as described in 2011). This has not changed from the previous meeting and still may need to be updated following discussion on the future land use descriptions as noted previously.

Future Land Use	Village Zoning District
Residential	
Rural Residential	Hillside Residential
Neighborhood Residential	Central Residential
	Newer Village Residential
Shoreline Residential	Single Family Waterfront
	Waterfront Condominium
Commercial	
General Commercial	South Business
Mixed Use	
Center	Central Business
North	North Gateway
South	South Gateway
Waterfront	Bay View Area
Business Park	Warehouse/Industrial
Recreation/Public	
Recreation	Public Lands
Public/Semi-Public	Public Lands



NORTHWEST MICHIGAN HOUSING READY CHECKLIST





Housing North is a nonprofit organization formed in 2018 to build awareness, influence policy, and grow capacity and resources so communities can create housing solutions that meet their unique needs. It's governed by a ten-county Board of Directors that represent business; philanthropy; local, county, and tribal government; workforce development; and housing agencies from throughout the ten-county region of Northwest Lower Michigan.

www.housingnorth.org

This checklist is adapted from the Housing Ready Checklist developed by the Leelanau County Housing Action Committee.



HOUSING READY CHECKLIST

Northwestern Michigan is experiencing a shortage of housing –particularly rental housing – that is affordable to a broad range of income levels. The short supply of available housing leaves many families with few choices but to live in deteriorating, inadequate, unsafe, or unaffordable homes—if they stay or move to the region at all. Families and young people may choose to live elsewhere, limiting our workforce and harming businesses. Businesses struggle to find employees who can afford to nearby and often lose potential new recruits to businesses where more affordable housing options are available. Quality housing means quality employees.

Without spending significant resources, local governments and communities can help by ensuring that there are opportunities for development that can create a variety of housing options for all people in the community. Local and county governments can work in partnership with developers and community organizations and businesses to support housing goals and smart, sustainable projects.

This checklist is designed to help communities evaluate their own standards, strategies, plans, and ordinances to ensure they are designed in a way that meets local needs for workforce housing. It is adapted from the Housing Ready Checklist developed by the Leelanau Housing Action Committee, which was based on practices that have been used in many communities' local plans and zoning ordinances to create more development opportunities and support workforce housing initiatives.

Local Government Roles

Planning commissioners and elected boards, like city councils and township boards, make decisions about zoning and development in villages, townships, and some counties in Northwest Michigan. This means local governments are essentially the 'gate keeper' for directing and determining what type, how much, and where workforce housing is built in your community. Without proper regulations and policies, developers are forced to pursue expensive, time-consuming rezoning or variance requests interfering with project schedules, creating project uncertainty, and often litigation or abandonment of their project.

Using the Housing Ready checklist, we can begin local conversations about how to ensure that our communities' policies are fair and predictable, and that they allow the types of housing we need, while preserving the local character that makes Northwest Michigan such a desirable place to live.



HOW TO USE THIS CHECKLIST

Very few, if any, communities will be able to answer “yes” to every question on this checklist—and not every community will want to! Each community’s plans, policies, and procedures are unique to local circumstances, and the inclusion of elements on this checklist doesn’t necessarily mean they’re appropriate for your community. Rather, the checklist can be a starting point for examining how your community plans for housing choices.

Where Do We Start?

Advocates or officials can suggest or request that their local planning commissions and/or elected boards complete and/or review the checklist at a study or working session, or even at a joint meeting of the planning commission and elected board. Local housing networks or Housing North staff can help facilitate the checklist completion process and conversation. Once the checklist is complete, local officials may identify some elements that can be added or modified in local plans and policies as a “to-do” list for action.

Understanding the Terms in this Document

It’s unlikely that everyone in the conversation will be familiar with all of the terms and techniques included in the checklist. Local partners, advocates, community networks, and Housing North can help by participating in local discussions and sharing resources and information. Contact information is available on www.homesforourfuture.org.

We Know What We Need to Change! Now What?

Changes to policies, plans, and procedures can be complex and time-consuming. While some communities have staff to help make changes, others may want or need to consider outside assistance from planning consultants and others. **Housing North and local housing networks are here to help.** Please visit www.homesforourfuture.org for information on local housing networks that can provide recommendations on technical assistance, help with zoning reviews, or questions or suggestions on the checklist.

What is Workforce Housing?

Generally speaking, workforce housing means housing our workers can afford – our teachers, restaurant employees, firefighters, electricians, and others making around the County’s median income. Nearly all experts agree that a household’s housing costs should not exceed 30% of its income. Therefore, workforce housing commonly refers to housing that costs less than 30% of the area’s median income.—and that housing is becoming harder and harder for the workforce to find. Current local median income data, and more information on housing terms and definitions is available online at www.homesforourfuture.org.



The Housing North Homes for Our Future campaign is a call to action for the public, local governments, employers and schools. The Housing Ready Checklist is one way communities can participate in the campaign. Other resources and opportunities for participation, like sample resolutions, messaging guidance, data, a calendar of events, best practices, and more, are available online at



COMMUNITY NEEDS ASSESSMENT

Understanding the needs for housing, and the barriers standing in its way, is an important first step in determining which changes are needed in your community's plans, policies, and procedures.

Has your community taken steps to understanding local housing needs?

1. Has your community expressed an interest or need for more housing options?
2. Have the following stakeholders participated in discussions regarding the need for workforce housing?
☐ employers ☐ school districts ☐ families ☐ local residents ☐ nonprofits ☐ other jurisdictions
☐ developers ☐ landowners
3. What methods have been used?
☐ questionnaire/survey ☐ public comment ☐ online options ☐ public meeting(s)
☐ presentation of options with discussion ☐ focus groups ☐ other

PLANNING STRATEGIES

The legal framework for determining where and what type of development occurs through zoning—but zoning must be based on an adopted community master plan. Plans are an important way to begin conversations about housing, and can provide guidance about how housing needs should be addressed and accommodated in local policies and zoning ordinances.

Has your community considered planning initiatives or amendments to address housing?

1. Y ☐ N ☐ a Master Plan that advocates for housing that meets the needs of all residents
2. Y ☐ N ☐ setting a goal for an amount of workforce housing needed (as a number of units or as a percentage of total housing) and developed a method to track progress
3. Y ☐ N ☐ mapping priority development areas in and adjacent to villages and settlements where workforce housing is to be included with other housing types
4. Y ☐ N ☐ "pre-permitting" selected sites within the designated priority development area(s)
5. Y ☐ N ☐ becoming "Redevelopment Ready Certified" to access Michigan Economic Development Corporation (MEDC) financing, resources, and marketing?

BEST PRACTICE HIGHLIGHT: MANISTEE HOUSING ACTION PLAN

The Manistee Housing Action Plan, adopted by the Manistee City Council in October 2019, summarizes housing needs and identifies local policies and actions that could support new housing efforts. Recommendations address zoning, financing, communications and public outreach, tax incentives, and more. The plan was developed through the Rising Tide initiative of the Michigan Economic Development Corporation, in partnership with Beckett & Raeder and Housing North, and is available online at mirisingtide.org/Manistee.



ZONING STRATEGIES

Development begins with zoning, which is a locally-adopted law that regulates where, how, and what type of development is allowed in a community. The right zoning can create a clear, predictable path for developers to follow, resulting in the type of housing that a community wants and needs. But it can also be a barrier, preventing the construction of many types of in-demand homes, increasing development costs, or requiring complex and lengthy approval processes. It's important for communities to make sure that their local zoning ordinances are up-to-date, fair, predictable, and reflective of the community's needs and preferences for housing.

Does your community's zoning ordinance include/allow the following:

1. Y ☐ N ☐ an established, simple, and easily accessible development approval process
2. Y ☐ N ☐ lot splits
3. Y ☐ N ☐ single family homes to be converted to multi-family units
4. Y ☐ N ☐ expanded boundaries of high density residential districts
5. Y ☐ N ☐ a mixture of densities and dwelling types that are allowed by right (preferably) or by special use, especially in priority development area(s), including:
 - Y ☐ N ☐ multi-family housing (townhomes, condos, apartments, duplexes, multiplexes, etc.), with the same/similar lot dimension requirements as single-family homes when practical
 - Y ☐ N ☐ small minimum dwelling size (450 sq. ft. or less is suggested) for all housing types
 - Y ☐ N ☐ zero lot line homes
 - Y ☐ N ☐ dormitory housing or boarding room housing in certain districts under defined conditions
 - Y ☐ N ☐ mixed-use buildings that allow housing in commercial districts
 - Y ☐ N ☐ accessory dwelling units (ADUs) or granny flats
 - Y ☐ N ☐ cottage developments
6. Y ☐ N ☐ definitions that distinguish between "long-term rental" and "short-term rental"
7. Y ☐ N ☐ single-room (long-term) rentals in single-family homes
8. Y ☐ N ☐ an ordinance that regulates short-term rentals, including limiting or prohibiting short-term rentals of non-owner occupied homes in districts targeted for workforce housing
9. Y ☐ N ☐ an ordinance that allows Planned Unit Developments (PUDs) through a clear, fair, predictable process that encourages inclusion of workforce housing
10. Y ☐ N ☐ form-based zoning in districts that have been designated as priority development area (s)
11. Y ☐ N ☐ encourage or incentivize energy efficiency and sustainability to maintain affordability
12. Y ☐ N ☐ overlay districts to delineate priority development area (s) for workforce housing



ZONING STRATEGIES

Does your community's zoning ordinance allow incentives for workforce housing including:

1. Y ☐ N ☐ density bonus when retaining open space
2. Y ☐ N ☐ density bonus when a percentage of units are set aside for workforce housing
3. Y ☐ N ☐ reduced number of parking spaces required
4. Y ☐ N ☐ reduced utility hookup fees
5. reduced minimum dwelling and lot width and size for:
☐ below market-rate housing ☐ districts targeted for workforce housing ☐ in-fill development
6. Y ☐ N ☐ height bonuses if residential is incorporated in a mixed-use building
7. Y ☐ N ☐ emphasizing incentives in priority development area(s)

Has your community considered the following regarding Accessory Dwelling Units (ADUs or "Grannie Flats"):

1. Y ☐ N ☐ minimal restrictions on ADU height, dwelling size, lot area, ratio of ADU size to primary residence size, maximum number of bedrooms/occupants, and parking
2. Y ☐ N ☐ ADUs for long-term rentals allowed by-right
3. Y ☐ N ☐ one attached and one detached ADU is allowed on same property
4. Y ☐ N ☐ limit or eliminate short-term rental of ADUs in districts targeted for workforce housing

BEST PRACTICES HIGHLIGHT: CITY OF CHARLEVOIX ZONING CHANGES

In response to an urgent need for workforce housing by local businesses, the City of Charlevoix has taken a proactive stance to housing readiness by updating local plans and policies. Beginning in 2017, it began exploring and adopting changes to zoning that would create more opportunities for housing development in the City. Zoning has since been amended to allow accessory dwelling units, conversions of single-family homes to two-family homes, and single-room rentals in owner-occupied homes, all while streamlining approval processes for development. At the same time, the City is exploring innovative ways to regulate short-term rentals in order to ensure that the new housing created by its zoning changes remains available for year-round residency. The City is also exploring other ideas, including use of City-owned property for housing development and infrastructure incentives for residential development.



FUNDING & FINANCING

When building homes that are affordable to the workforce, there is almost always a “gap” between the costs of construction and a price that’s affordable to the end buyer or renter. Builders and partners have to find a way to fill that gap, often with grants, low-interest loans, donations of land, tax incentives, or waived infrastructure or other fees. It often takes a significant investment of time and expertise to find and secure that gap funding or subsidy. Local governments can help by approving tax incentives or other tools, or even providing a local source of funding that can be applied to predevelopment activities and/or financial gaps in a project. These activities demonstrate local commitment and reduced project risk to funders, and can leverage significant investment from public or private sources.

Has your community considered or implemented:

1. Y ☐ N ☐ working with community development finance institutions (CDFIs) to provide financing for developers and buyers when banks won’t lend
2. Y ☐ N ☐ adopting an ordinance and clear approval procedures for payment in lieu of taxes (PILOT) incentives
3. Y ☐ N ☐ establishing a Neighborhood Enterprise Zone to provide tax incentives for home rehabilitation and new residential development
4. utilizing the following to acquire land or fund the development of workforce housing:
☐ Michigan or county land bank authority ☐ Brownfield Redevelopment Authority ☐ tax increment financing ☐ housing tax exemption ☐ Payment In Lieu of Taxes (PILOT) ☐ private/government grants ☐ private land trusts ☐ local investment groups ☐ private and public donations ☐ other

ENSURING LONG-TERM HOUSING AVAILABILITY AND AFFORDABILITY

Whenever communities work to encourage more housing choice, it’s important to consider how—and for how long – that housing will be made available to the workforce and other long-term residents. There’s often a concern that new homes created under these housing initiatives will be marketed or “flipped” for a windfall profit, and/or that they’ll be converted into short-term rentals like AirBnBs. These practices can be easily avoided with a little forethought and some partnerships with housing agencies and others, through mechanisms like deed restrictions, second mortgages, and community land trusts. These practices require that homes are only eligible to be sold or rented to income-eligible households at an affordable price, and that they’ll be occupied only by the owner or primary renter. Local governments, developers, and community organizations can enter into partnerships with nonprofit developers or housing agencies that routinely manage these types of requirements.

More information on community land trusts and shared equity homeownership is available from the organization Grounded Solutions, online at groundedsolutions.org.



DEVELOPMENT OPPORTUNITIES

A hallmark of successful workforce housing projects is participation and support from a variety of partners: private developers, local governments, community development finance institutions, state agencies, volunteers, and nonprofits. Because development is so expensive, and often require different funding sources, projects tend to be complicated, and require help from multiple partners. Your community can play a key role in streamlining the development process by convening those partners and coordinating projects, while ensuring that local assets and infrastructure are “housing ready.”

Has your community considered or implemented:

1. Y ☐ N ☐ partnerships with nonprofits, businesses, schools, and private developers to advance workforce housing development?
2. Y ☐ N ☐ working with partners to market housing development opportunities?
3. Y ☐ N ☐ whether your current infrastructure supports increased housing density?
4. identifying factors that limit density:
[☐] parking [☐] roads [☐] soil conditions [☐] Brownfield(s) [☐] septic/sewer [☐] other
5. Y ☐ N ☐ opportunities to rehab deteriorated, abandoned, or unused buildings or properties for workforce housing?
6. Y ☐ N ☐ a transparent, easy to follow “developer’s checklist” of zoning and other requirements that must be met before a project is launched?
7. Y ☐ N ☐ forms and permits that are simple, easy to access, and make the development process as transparent and efficient as possible?
8. Y ☐ N ☐ establishing or using the county or state land bank authority as a development tool and partner?
9. Y ☐ N ☐ creating an inventory of local-government owned properties, redevelopment-ready properties, or other sites available and appropriate for housing development?

BEST PRACTICE HIGHLIGHT: LEELANAU HOUSING PARTNERSHIPS

Leelanau County is home to a number of local partners that work closely together on housing initiatives. The Leelanau Housing Action Committee, a committee of the Leelanau County Planning Commission, focuses on building “housing readiness” in the County by working with local governments to share information about housing needs and promote the Housing Ready Checklist, which it developed in 2019. Meanwhile, the Leelanau County Land Bank Authority provides important tax benefits and revenue to kick-start private investment on tax-foreclosed or other properties, in partnership with housing nonprofits like Habitat for Humanity and Leelanau REACH—a volunteer-based local housing nonprofit focused on creating new housing opportunities. With property donations from local philanthropists, financing from community development finance institutions (CDFIs) like the Opportunity Resource Fund, and development assistance from the Traverse City Housing Commission, REACH has coordinated the development of four single-family workforce homes in Northport.

The following is our assessment of how the Village of Suttons Bay meets the checklists included in the “Northwest Michigan Housing Ready Checklist” by Housing North. The Planning Commission may wish to discuss the items noted in red text below for potential adaptation into the Master Plan.

COMMUNITY NEEDS ASSESSMENT

Understanding the needs for housing, and the barriers standing in its way, is an important first step in determining which changes are needed in your community's plans, policies, and procedures.

Has your community taken steps to understanding local housing needs?

1. Has your community expressed an interest or need for more housing options? **Yes.**
2. Have the following stakeholders participated in discussions regarding the need for workforce housing?

☐ employers ☐ school districts ☐ families ☐ local residents ☒ nonprofits ☒ other jurisdictions ☐ developers ☐ landowners

3. What methods have been used?

☒ questionnaire/survey ☐ public comment ☐ online options ☒ public meeting(s) ☐ presentation of options with discussion ☐ focus groups ☐ other

PLANNING STRATEGIES

The legal framework for determining where and what type of development occurs through zoning- but zoning must be based on an adopted community master plan. Plans are an important way to begin conversations about housing and can provide guidance about how housing needs should be addressed and accommodated in local policies and zoning ordinances.

Has your community considered planning initiatives or amendments to address housing?	Y	N
A Master Plan that advocates for housing that meets the needs of all residents – This is a work in progress, as the Master Plan is underway, but the goal related to housing definitely addresses this.	X	
Setting a goal for an amount of workforce housing needed (as a number of units or as a percentage of total housing) and developed a method to track progress. This could be an implementation item – to identify the amount of seasonal and permanent workforce housing needed to support local organizations and businesses and create a tracking mechanism.		X
Mapping priority development areas in and adjacent to villages and settlements where workforce housing is to be included with other housing types. This is a work in progress also and may be addressed through the future land use map in terms of specifically identifying opportunities for workforce and/or attainable housing.		X
"Pre-permitting" selected sites within the designated priority development area(s). This generally means identifying a site or sites in which if a development met all the requirements of the zoning ordinance, no additional approvals are needed. This could be		X

done through a variety of approaches and even include the village creating a PUD for specific sites that, if a development is in accordance with the PUD agreement, may only need site plan approval (which could also be administrative). Identification of a site or sites and exploration of pre-permitting could be an implementation item also.		
Becoming "Redevelopment Ready Certified" to access Michigan Economic Development Corporation (MEDC) financing, resources, and marketing? The Redevelopment Ready Communities® (RRC) program is available to communities across the state. It's a voluntary, no-cost certification program designed to promote effective redevelopment strategies through a set of best practices. This is worth pursuing and could be an implementation item also. More information on the program is available here.		X

ZONING STRATEGIES

Development begins with zoning, which is a locally-adopted law that regulates where, how, and what type of development is allowed in a community. The right zoning can create a clear, predictable path for developers to follow, resulting in the type of housing that a community wants and needs. But it can also be a barrier, preventing the construction of many types of in-demand homes, increasing development costs, or requiring complex and lengthy approval processes. It's important for communities to make sure that their local zoning ordinances are up-to-date, fair, predictable, and reflective of the community's needs.

Does your community's zoning ordinance include/allow the following:	Y	N
An established, simple, and easily accessible development approval process	X	
Lot splits (Note – addressed in the land division ordinance, not in zoning)	X	
Single family homes to be converted to multi-family units – The ordinance does not prohibit this, but it does not explicitly permit it. This only applies in districts that permit two-family (NVR, HR, NG, SG and BV districts) or multi-family units (NVRWC and BV districts). The Planning Commission may wish to discuss if two- three- or four-plex units could be permitted in other districts.	X	
Expanded boundaries of high density residential districts		X
A mixture of densities and dwelling types that are allowed by right (preferably) or by special use, especially in priority development area(s), including:		
Multi-family housing (townhomes, condos, apartments, duplexes, multiplexes, etc.), with the same/similar lot dimension requirements as single-family homes when practical. This could also be related to the item above regarding the conversion of single-family homes. There may be locations where one building, containing more than one dwelling, are appropriate, such as at corners or intersections of residential and mixed use/commercial districts.		X
Small minimum dwelling size (450 sq. ft. or less is suggested) for all housing types The Zoning Ordinance does not seem to have a minimum floor area for any housing types.	X	

Zero lot line homes The CB district is the only district with a zero front setback.		X
Dormitory housing or boarding room housing in certain districts under defined conditions These do not appear to be permitted currently. There are a variety of ways in which such uses could be permitted, particularly as it relates to the number of boarders in a unit.		X
Mixed-use buildings that allow housing in commercial districts accessory dwelling units (ADUs) or granny flats. Accessory dwellings are permitted in the NG, SG and BV districts.	X	
Cottage developments. These are relatively small homes arranged in a compact, walkable manner. This could be a good model for the north gateway area.		X
Definitions that distinguish between "long-term rental" and "short-term rental" single-room (long-term) rentals in single-family homes. The Zoning Ordinance defined short-term rental, which is permitted in a "dwelling unit." There is no definition for "long-term rental."		X
An ordinance that regulates short-term rentals, including limiting or prohibiting short-term rentals of non-owner occupied homes in districts targeted for workforce housing. The Planning Commission may wish to discuss where STRs are appropriate as lodging for visitors and where they may have the impact of inhibiting workforce housing.	X	
An ordinance that allows Planned Unit Developments (PUDs) through a clear, fair, predictable process that encourages inclusion of workforce housing. The intent of the PUD process could include more specific language to support workforce housing.	X	
Form-based zoning in districts that have been designated as priority development area (s). Form-based zoning is intended to regulate development in a predictable pattern that promotes walkability and compatibility with existing development. There may be opportunities to develop form-based standards associated with residential areas.		X
Encourage or incentivize energy efficiency and sustainability to maintain affordability. The Zoning Ordinance could support energy efficiency in a way that is not cost-prohibitive for renovation and new construction.		X
Overlay districts to delineate priority development area (s) for workforce housing and preferences for housing. Overlay zoning could be used as a way to be specific about where workforce housing is desired without adding new zoning districts.		X

Does your community's zoning ordinance allow incentives for workforce housing including:	Y	N
Density bonus when retaining open space		

Density bonus when a percentage of units are set aside for workforce housing		
Reduced number of parking spaces required		
Reduced utility hookup fees		
Reduced minimum dwelling and lot width and size for:		
Below market-rate housing		
Districts targeted for workforce housing		
In-fill development		
Height bonuses if residential is incorporated in a mixed-use building		
Emphasizing incentives in priority development area(s)		
Incentives such as the ones noted above may be permitted/granted with the Planned Unit Development. There may be other opportunities to provide incentives that are more straightforward and efficient for applicants/developers. These strategies could be included as implementation items.		

Has your community considered the following regarding Accessory Dwelling Units (ADUs or "Grannie Flats"):	Y	N
Minimal restrictions on ADU height, dwelling size, lot area, ratio of ADU size to primary residence size, maximum number of bedrooms/occupants, and parking.	X	
ADUs for long-term rentals allowed by-right.	X	
One attached and one detached ADU is allowed on same property. The Planning Commission may wish to discuss whether an additional ADU could be permitted.		X
Limit or eliminate short-term rental of ADUs in districts targeted for workforce housing. As noted above, the Planning Commission may wish to discuss the impact of STRs on workforce housing and whether there are areas that are more appropriate for both.		X