



VILLAGE OF SUTTONS BAY

Via Remote Access

Planning Commission
420 N. Front Street, Suttons Bay

July 14, 2021 at 5:00 pm

Agenda

The meeting will be held by Electronic Remote Access, in accordance with Public Act 228 of 2020 Article 3(2) and Resolution 1 of 2021 Declaration of State of Emergency. The public may participate in the meeting through Zoom access by computer and smart phone and can find the link on our website at www.suttonsbayvillage.org.

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 -June 9, 2021
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
8. New Business
 - a. Report VSB-2021-43 Draft Community Survey
9. Public comment
10. Reports
 - a. Zoning Administration Report
 - b. ZBA Report
 - c. Manager's Report
 - d. Village Council updates
11. Good of the order
12. Announcements: The next meeting date is August 11, 2021.
12. Adjournment

Roberto Larrea is inviting you to a scheduled Zoom meeting.

Topic: Village Planning Commission

Time: Jul 14, 2021 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81675396768?pwd=ZFLWGljSmtBaGthOEpgT2JqNVI0dz09>

Meeting ID: 816 7539 6768

Passcode: 178843

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VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
MEETING MINUTES OF JUNE 9, 2021

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

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

Approval of Agenda

Suppes moved, Smith seconded, CARRIED, to approve the agenda as presented, with the exception that Agenda item 8a. Zoning Ordinance Format discussion will follow the walking tour of South Gateway. Ayes: 6, No: 0.

Approval of Minutes

Smith moved, Hylwa seconded, CARRIED, to approve the Planning Commission meeting minutes of April 14, 2021. Ayes: 6, No: 0.

Smith moved, Suppes seconded, CARRIED, to approve the Planning Commission meeting minutes of May 12, 2021. Ayes: 6, No: 0.

Public Comment

Lois Bahle stated she believes the pictures suggested for the South Gateway are too limiting.

Report VSB 2021-21 PC Zoning Ordinance Format – Continued Discussion

Commissioners discussed, and favored, rustic looking structures, tree buffers, and side parking lots, in the South Gateway. Larrea will provide pictures of such for consideration. It was the consensus of Commissioners to eliminate the current standards. Larrea and Kopriva will work on the next step.

Report VSB 2021-30 PC Annual Report (w/ZBA attached)

Suppes moved, Ostrowski seconded, CARRIED, to accept the 2020 Planning Commission Annual Report as contained in Report VSB-2021-30, and forward the report to the Village Council as required by section 19(2) of the Michigan Planning Enabling Act. Ayes: 6, No: 0.

Public Comment

Lois Bahle asked if there was any movement on taking a housing inventory within the Village. Larrea stated only Short-Term Rentals are being inventoried at this time.

Reports

Village Council Report

Suppes reported that he and Smith recently attended a 2-hour webinar on Michigan Sign Regulations, noting that regulating signage, especially political signage, can be complicated, and that the Village ordinance is pretty clear on signage.

Manager's Report

Larrea reported the Village is applying for a competitive grant, \$45,000, for road maintenance. He stated the new volleyball nets at Marina Park are out and are used often, and that an ADA platform (mobi-mat) was installed at Marina Park. Larrea has met with Elmers to evaluate Village roads. The hump on S. Shore Drive has been fixed and many thanks have been received from Village residents. Planters have been filled with flowers at the pop-up park near the Marina and the wedge park is now open. The water bottle filling station will be installed next week at the wedge park. The pavilions at Sutton Park are being painted.

Good of the Order

Ostrowski asked about signage for the US Bike route.

Smith asked if the Village will be painting "No bikes or skateboards" signs on the sidewalks.


Larrea stated they will be painted.

Announcements: The next Planning Commission meeting will be July 14, 2021

Adjournment

Smith moved, Pontius seconded, CARRIED, to adjourn the meeting. The meeting adjourned at 5:59 p.m. Ayes: 6, No: 0.

Meeting minutes submitted by Shar Fay, Village Clerk.

		VILLAGE OF SUTTONS BAY REPORT VSB -2021- 43	
Prepared:	June 30, 2021	Pages:	1 of 1
Meeting:	July 14, 2021	Attachments:	<input type="checkbox"/>
Subject:	DRAFT Community Survey		

PURPOSE

To review the DRAFT Community Survey that will be used to obtain information from Village residents.

OVERVIEW

A Master Plan is a document that is drafted with community input in mind. It is the blueprint for growth and strategy for the next 5 years. Quite often, communities attempt to plan for the next 20 years or more, which often results in an unrealistic vision and dusty Plan. We want to be able to use the Master Plan as a checklist, and in order to do that, we need to make sure it is a realistic document.

A community survey has been provided for your review. Understanding the wants and needs of people who live, work, or own property in our community, is a very important step in the Master Plan process. Once we finalize the survey language, (and contract) we will issue our *Intent to Plan*, which essentially starts the official Master Planning process.

The survey provided is neutral and asks typical Master Plan questions. It is important that this survey remains neutral. When surveys are designed to lead the public or push self-belief or self-serving agendas, the surveys integrity is lost and the respondents reply negatively or not at all.

As mentioned above, understanding the community sentiment allows us to appropriately *plan* and strategize for the future. Please note, that a separate survey will be created for our downtown businesses so that we can properly understand their wants and needs. The information obtained by the downtown survey will be used in multiple documents moving forward.

ACTION REQUESTED

Discussion.