



VILLAGE OF SUTTONS BAY

Via Remote Access

Village Planning Commission
420 Front Street, Suttons Bay

August 11, 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 -July 14, 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. Draft Community Survey -Discussion
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 September 8th, 2021.
12. Adjournment



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
REMOTE MEETING MINUTES OF July 14, 2021

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

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

Approval of Agenda

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

Approval of Minutes

Suppes moved, Smith seconded, CARRIED, to approve the Planning Commission meeting minutes of June 9, 2021, by an affirmative unanimous roll call vote. Ayes: 5, No: 0.

Public Comment

Lois Bahle stated she believed the survey was for residents only and asked if there would be a survey for businesses. Report VSB-2021-43 refers to a separate survey for downtown businesses. Bahle had the following suggestions:

- Is question one and five asking for the same information?
- Add the questions, "Are you a seasonal resident" and "Do you vote here"?
- Add "Do you own or operate a business in Suttons Bay"?
- #7, Add a box for, "other, and/or, remotely working".
- #8, Add "other and online".
- Add, "Do you recycle and would you like curbside pickup"?
- Ask in the business survey "Would be willing to pay a tax for bathrooms"?

Report VSB-2021-43 Draft Community Survey

The following comments were made by Commissioners, noting the survey was very thorough.

- #13 – Add, "Not sure".
- #13 – Add "Where should they be located"?
- #13 – "Anytime/Anywhere" is too general.
- #17 – Word the last sentence to say, "Do you like the improvements?" opposed to "I don't like the improvements". In addition, is there a benefit to this question?

- #18, section 9. Confusing question; Is this a Short-Term rental? Should “Do you rent out your basement and/or garage” be added? Does it refer to properties occupied by owners, or Airbnb? Add a definition of Short-Term Rentals. Be more specific.
- Add a section for comments.

Chairperson Hetler requested Commissioners send their edits and comments/suggestions to her and/or the Village Manager by Monday, July 26th. Hetler, Suppes and Danielson will meet at the Library on Wednesday, July 28th, 4:00 p.m., to compile the information submitted by Commissioners.

Reports

Village Council Updates – Suppes stated Village Council submitted to the legislation a Resolution Opposing State Regulation of Short-Term Rentals. Council will discuss the continuance of Zoom meetings at their next meeting.

Planner – Kopriva stated she is working on a Special Land Use application and that it will be on next month’s agenda.

Good of the Order

Smith inquired about signage on downtown sidewalks prohibiting skateboarders and bikes. Miller stated a new template is being created. Smith further stated that Wedge Park looks great but that it looks like a private park and asked if signs would be made for that park and other parks. Suppes ask about the name of Wedge Park. Miller stated it is unofficial and just a way of identifying the park area right now, much like the pop-up park. When asked about the sand at Sutton Park, Miller stated sand was added as a way of dealing with high water erosion. Miller stated the bathrooms at Sutton Park will be painted and the pavilion will need to be worked on. Bids are forthcoming for the pathway at that park. Hylwa stated a few more trees need to be trimmed in the Village.

The next meeting date is August 11, 2021.

Adjournment

Smith moved, Suppes seconded, CARRIED, to adjourn the meeting. The meeting adjourned at 5:38 p.m.

Meeting minutes submitted by Shar Fay, Clerk.

Roberto Larrea is inviting you to a scheduled Zoom meeting.

Topic: Village of Suttons Bay Planning Commission 8-11-2021

Time: Aug 11, 2021 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81229329762?pwd=L0s2WTdkV3pnWktsVHNnV3FlbExmQT09>

Meeting ID: 812 2932 9762

Passcode: 450665

One tap mobile

+13017158592,,81229329762#,,,,*450665# US (Washington DC)

+13126266799,,81229329762#,,,,*450665# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 812 2932 9762

Passcode: 450665

Find your local number: <https://us02web.zoom.us/j/kcn0zZWrpX>

**Sub-committee recommendations for changes, additions, etc. for Village of Suttons Bay
Community Survey.**

Sub-committee members: Gail Hetler, Kathryn Danielson, Roger Suppes.

The sub- committee met on Wednesday, July 29 from 4 pm to 6:10 pm. Recommendations are based on individual recommendations and comments from all Planning Commission members and were agreed on by the 3 sub-committee members.

Background Questions: Add note: *"There will be a separate survey for business owners. If you are a business owner, only complete this survey if you also live in one of the 6 areas listed below."*

Question 1: Revise: *Include the descriptions from question 5 in this section and add "Central Business District" to list.*

Eliminate: *Question 5*

Question 2: Add a + to 4 so that all of the choices in the last column read "4+"

If it is pertinent, add the question:

What portion of the year to you reside in Suttons Bay?

1-3 months, 4-6 months, 7-9 months, 10-12 months

Question 6: Should the description *"self-employed"* be added to the options?

Question 7: Revise the question: *"For the adults who are employed in your household, where do they work?"*

Add to choices: *"Elsewhere in Michigan"*

Add numbers to boxes on *"out of state"*

Question 8: Add to directions: *"(Check all that apply.)"*

Change Traverse City to *"Grand Traverse area"*

Question 11: Change *"The bay life"* to *"Beaches"*

Eliminate: *Ability for Short Term Rentals*

Add: *"Leelanau/TART Trail"*

Question 12: Correction: Tourist should be plural *"Tourists"*

Change Increase in weekly rentals to *"Increase in short term rentals"* Rational- this includes weekend and weekly rentals

Question 13: Needs major rewriting: recommendation:

Food trucks are currently prohibited anywhere in the Village. In your opinion, food trucks should be allowed: (3 columns for choices: Agree Disagree Not Sure

In North Park

In Marina Park by the beach

Hansen's Plaza

No food trucks should be allowed
Only during permitted events
During Saturday Leelanau Farmer's Market
No restrictions as to when
Only food truck owned/operated by local village restaurants
Other locations _____
Other times _____

Question 14 – The sub-committee doesn't see the purpose of this question and feels it is irrelevant.

Question 15 – Eliminate 2 rows of boxes as there are only 3 answer options, not 5
"Improving pedestrian circulation" doesn't make sense to the sub-committee. Does this mean better walking access to public parks, etc., improving damaged, cracked sidewalks in neighborhoods, more marked safe crosswalks?
Eliminate "adding a tax to pay for new bathrooms" – doesn't fit with other items in list

Question 16 – Add 6 rows of boxes – each column labeled with a section of the Village from question 1.

Question 17 – Eliminate the word "Please" in items 2 and 3.
Eliminate last item "The new park by the clock is nice"

Question 18 – Eliminate statement "The Village should encourage an increase in the amount of single family homes along the waterfront." Rationale: This is covered in #16 and no other district has a similar question.

Possible additions: A. Additional traffic slowing measures should be added to alternate routes through the Village such as St. Mary's and Lincoln. B. Add reserved space in front of Library and Village Office with a 15 or 30 minute time limit. Rationale: During busy tourist times, local residents cannot find parking to conduct business at these two locations,

Eliminate: Questions about rentals – set up a different question with more detail and statements (the sub-committee ran out of time to provide specific suggestions!).

Eliminate: statement about marijuana retail stores – the sub-committee wonders if this is still an open question; if not, don't include it.

Question 19 – What is the purpose of including only 1 possible strategy to encourage workforce housing? The strategy isn't clear – whose bill gets lowered and what would be the cost to taxpayers? We recommend eliminating this question or rewriting it with multiple strategies listed and more detail.

Question 20 – This question belongs on the Business Owners survey.

Recommendation- Add space for additional comments.

My comments as follows:

#1 issue: No questions about Suttons Bay Schools!! Should definitely be added which would be easy.

Question#2: Might reduce the number of options in the ages and combine some.

Question #19: Might be asked - "If workforce housing is built in the future", ect.

Suggest never using the word "tax" and use "fee" instead (even though they are one in the same).

The survey is very thorough. I question why a separate one has to be done for "businesses". Maybe a few more questions specific to business and we could have an "all in one" survey.

Thanks, Rich

Pete Ostrowski

Comments on Village of Suttons Bay Community Survey - Draft

Thanks for putting this survey together; overall it looks really good. We do have a few comments on it.

7. Add a line for "Retired."

11. What does "The Bay Life" even mean. Suggest deleting.

Add Access to Leelanau Trail

12. Increase in ~~weekly~~ short-term rentals – Should not limit to weekly. Should read "tourists" not tourist.

13. Yes, but only during festivals or events.

15. Installing Parking Meters – Suggest deleting, would drive folks to park even more on the side streets. How to enforce? More trouble than what is worth.

Delete "improve pedestrian circulation" what does this even mean? Might read "how would you rate the elements of the downtown streetscape improvements"

Adding a tax to pay for New Bathrooms – I think it should consider line items for a property tax and a business tax

16. Why limit it to two. We need as many options as possible to encourage higher density.

17. Lights were limited to crossings to preserve Dark Sky initiative. Suggest deleting.

18. I'm not sure what parks need pedestrian walkways. Pave dirt path at Sutton Park only one I can think of.

Delete "Encourage an increase in waterfront homes" Few parcels available and folks who want to consider should not be given any breaks.

Village should ONLY allow ~~weekly~~ short-term ~~vacation~~ rentals

Marijuana (spelling)

The village should embrace ~~weekly~~ short-term rentals

20. See question 15. Need to have business buy-in. Not sure how businesses pay village taxes (property or other?)

Maybe add an area for general comments

Here are some ideas from the Housing North "Housing Ready Checklist." May want to consider these and other items from this list.

Housing Advocates list the following options to increase workforce housing. Do you favor:

	Yes	No
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Lot Splits		
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Converting single family homes to multi-family units		
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A mixture of densities and dwelling types		
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Multi-family housing		
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Small minimum dwelling size		
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Minimum restrictions on Accessory Dwelling Units (or "Grannie Flats")		
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My comments are below:

Add to number 14. The Village should not allow short-term rentals for absent owners.

Adding bathrooms should not be a consideration of the residents, just the businesses.

Frank W. Smith

Comments and recommendations on SB Community Survey

Gail Hetler

1. Question 1 and 5 appear to be redundant. The map on question 1 should include the descriptive names listed in question 5 so an analysis of questions that ask about certain areas can be tied to location of owners. The descriptions don't list the business district but should as there are owners and renters in the business district. A note should be added that there will be a separate survey for business owners.

Add question: What portion of the year do you reside in Suttons Bay?

1 to 3 months

4 to 6 months

7 to 9 months

10 to 12 months

7. Add options Elsewhere in Michigan; Out-of-state

8. Add 4th option:

Other counties surrounding Grand Traverse County.

Add question after # 10:

If you are at least somewhat likely to move in the next 5 years, where would be your preference to move?

Within the village of Suttons Bay

In the township of Suttons Bay but outside of the village

In Leelanau County

In Grand Traverse County

Out of the area

13. Revise question – currently too general.

Ex. – add where food trucks are currently prohibited (the entire village?)

Amend choices to be more specific, i.e.

In North Park

In Marina Park by the beach

No restrictions as to when

Only during planned festivals

During Saturday Leelanau Farmers' Market

Only food trucks owned/operated by local village restaurants

No food trucks should be allowed; support our local restaurants

Other locations: _____

Other times: _____

16. Expand by using map areas 1-6 (see question 1) for each of the types of housing.

17. Eliminate final choice (I don't like...)

18. Divide into two or three questions – group questions on similar topics

Why is waterfront singled out for a zoning question? By reformatting #16, this is redundant.

Set up new question on rentals – State what is currently allowed in each district for short term rentals, include option to keep regulations the same, list additional restrictions or loosening of restrictions with the same answer choices (strongly agree, etc.)

Add a question asking owner if they currently rent, if they are in residence when they rent, or if they are not in residence.

19. Not clear who benefits from the reduced rate – the owner or the renter (how would you regulate?) How much increased cost would this be to other home owners?

20. Change “bathrooms” to public restrooms.

Question 6: Should "Self-Employed" be included?

Question 13: Too vague with "Anytime/Anywhere", maybe Yes with a comment section on ideas for where and when it is permitted. Anytime/Anywhere leads me to think a food truck could park right outside any restaurant, business or home where it might be unwanted.

Question 11, 15, and 17: Why not have three boxes to check instead of 5 in terms of "Strongly agree, somewhat, strongly disagree". Question 12 only has the three, but Question 18 has 5. In terms of consistency.

Question 17: Take away "I don't like improvements" or add comment section for reasonable ideas to be provided along with checking box for I don't like it.

Question 19: Slightly confusing question to me. Is this in regards to existing dwellings? It seems that if anyone should get a discount, it should be year-round tenants or year-round rentals. Weekly and daily rentals should pay higher water fees as there are more people on average in those dwellings using water/sewage.

Questions 20: If downtown businesses are in high demand for more bathrooms, why would residential pay more taxes to pay for such. I feel this question should be on the business survey. That or if the marihuana establishments are allowed, maybe that added tax revenue could go towards improvements like this. Another idea would be metered parking in Central Business district that could help generate revenue for bathrooms and maintenance.

Thank you

Jared

Question 11 and 12: should Q.12 "increase in weekly rentals" read as "increase in short term rentals?"
Q. 13 add "no sure" as an option
Q.17 last question be "I like the improvements". (positive statement instead of negative).
Should the survey include a "comments" section at the end of survey Roger Suppes

Roger Suppes

Several ideas were suggested & I believe worth consideration:

1. Should a tourist tax or fee be added to every bill of sale in our business district. The amount collected over the course of each year would be used by our business owners to enable them to make improvements within the business district such as a newly constructed bathroom and all maintenance costs. Ideas ranged from a 4% to 14% tax or fee.
2. Should the village manager be an elected position?
3. Should the village manager be required to live within the village?
4. The traffic on St Mary's Street was a concern that they all want addressed. Some suggested that if we slow down the traffic on St. Mary's that the traffic would increase on Lincoln. Fair.
So maybe we need to address the Lincoln Street traffic as well as St. Mary's. A few more stop signs to help divert traffic back to St. Joseph (M 22)?
5. The road lighting on St. Mary's street. A few live near this lighting and believe it is way too many lumens. Question would be, "Do you want to see the big light posts removed...or the lumen decreased or.... ?

Thanks for reading!

Kathryn.

Some reasonable questions.

My feedback to each below. Feel free to share.

1. Not sure how I would feel about this one. Would need more discussion.
2. I feel the current process of selecting a manager is good.
3. With our current housing situation, required residency is unrealistic. Do we want to limit our manager to only those who are lucky enough to find an affordable place to live in the village? I don't agree with this.
4. Traffic in the St. Mary's freeway. I've always felt we need more stop signs. People come around my corner at Adams and St Mary's almost on 2 wheels they're so anxious to get down to Scoops on 22
5. We live on the corner of Adams and St Mary's where there is a new, brighter street light...I like it.

Frank W. Smith