



VILLAGE OF SUTTONS BAY

Planning Commission

420 N. Front Street, Suttons Bay, MI 49682

September 17, 2025 at 5:00 pm

Regular Meeting 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 July 16, 2025 Meeting 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. Unfinished Business
 - a. Master Plan Priorities & Commission members report
8. New Business
 - a. None
9. Public comment
10. Reports
 - a. Zoning Administration Report
 - b. ZBA Report
 - c. Village Council Updates
11. Good of the order
12. Announcements: Next Regular Meeting October 15, 2025 (Third Wednesday)
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
REGULAR MEETING
Meeting Minutes of July 16, 2025
420 N. Front Street
Suttons Bay, MI 49682

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

Present: Feringa, F. Smith, Hetler, D. Smith, Hylwa, Campbell (5:25)
Absent: Pontius
Staff present: Petroskey & Patmore
Guests: 3

Approval of Agenda

G. Hetler asked to amend the agenda to allow the public to speak on an item not on the agenda at the first public comment.

D. Smith moved, F. Smith seconded, CARRIED, to approve the agenda as amended.

Ayes: 5, No: 0

Conflict of Interest: None

Approval of Minutes

D. Smith moved, F. Smith seconded, CARRIED, to approve the Planning Commission meeting minutes of June 18, 2025 as presented. Ayes: 5, No: 0.

Public Comment/Written Communications

Fred Sitkins spoke regarding Inland Seas. He stated that Inland Seas is taking a blighted building and turning it into the future home of Inland Seas. He stated staff has seen the plan and offered suggestions to incorporate. They plan to have a flowing campus that provides learning spaces, more solar power and a place to perform vessel maintenance and preserve the wetlands.

Larry Mawby spoke regarding 9.5 acres purchased from the school,

Old Business:

A. Master Plan-Priorities-Commission Member's reports

Commission members were each tasked to review areas of the zoning ordinances that relate to the Master Plan.

Chair Hetler was tasked with finding references to waterfront views. Hetler noted that Article 2, General provisions Section 11 addresses Waterfront Greenbelts and View Shed is mentioned in Section 14. Article 8 (PUD) talks about preserving the natural resources (views of the bay). She noted that the Ordinance is very limited in language regarding protecting waterfront views. She was also tasked with reviewing Article 12-Signs and stated we may want to look at some of the definitions.

Steve Feringa was tasked with looking at environmental standards and stormwater management. He stated steep slopes are discussed in Article 2-9 and Article 2-10. Stormwater management is discussed in nine sections of the zoning Ordinance. He would like to see Low Impact Design in definitions. D. Smith asked about stormwater runoff controls. S. Feringa stated Acme Township has some good language and that he will get a copy for commission members. Feringa added that Article 11-5 t "encourages" the use of low impact design. We may want to replace it with "shall use". Article 2 General provisions discussed environmental standards in 2-3 (3h) should refer the reader to Article 2-6 Environmental standards. Feringa noted that there remains a reference to DEQ on Page 2-9 and we need to replace it with EGLE. Feringa also stated that FEMA made changes in 2018 and language relating to Floodplains should be reviewed to be consistent with these changes.

F. Smith was tasked with reviewing sections related to buffering. He noted buffering is addressed in Article 5 Mixed Use and Section 11-4. He stated that Section 11-4 is acceptable. Smith asked how does the planning commission address noise and staff noted that noise is addressed by a police power ordinance adopted by the Village Council.

D. Smith reviewed the Ordinance as it relates to ADU's. She stated that ADU's are addressed in Article 2-3, 5-2 and 9-2. D. Smith suggested looking at a way to add incentives for using ADU's as long-term/seasonal work force rentals. Smith stated that we also need to look at targeting certain districts for work force housing. Smith stated her search was to see where the M-22 guidebook was referenced.

R. Hylwa reviewed the Gateway District and noted the zoning map has omitted a street name. He will review the Section for references to natural resources and bring back his report.

G. Hetler thanked the commission members for their assessments. She stated that next month S. Kopriva will give her report on the PUD language and provide an updated Master Plan action items for the planning commission members.

Good of Order: No comments.

Public Comment: Larry Mawby appreciated the hard work of planning commission members.

Reports

Zoning Administration Report-as presented. Patmore note 10 permits to date.

Village Council Report: Zoning Amendments were adopted.

Zoning Board of Appeals-ZBA application was denied for 379 S Shore.

Next Regular Meeting is August 20, 2025. PUD language.

F. Smith moved, S. Feringa seconded, CARRIED, to adjourn. Ayes: 6, No: 0

Meeting minutes submitted by Dorothy Petroskey, Clerk.

Village Clerk

From: Village Clerk
Sent: Tuesday, August 26, 2025 1:45 PM
Subject: FW: RECAP OF NORTH AND SOUTH GATEWAYS ZONING ISSUES

Richard completed his assignment and asked that I forward his comments. You all can discuss at the next planning commission meeting on September 17th.

Dorothy

-----Original Message-----

From: rlhylwa@aol.com <rlhylwa@aol.com>
Sent: Tuesday, August 26, 2025 12:54 PM
To: Village Clerk <suttonsbay@suttonsbayvillage.org>
Subject: RECAP OF NORTH AND SOUTH GATEWAYS ZONING ISSUES

Dorothy showed me how to access the report sent out and here are my comments.

SOUTH GATEWAY: There is obviously more land for potential development versus the North Gateway. This would require a slu permit be issued. Under offices and services on page 5-

3 I suggest animal clinic or hospital be included as an slu along with child care centers. There is currently a dental office located here I believe. On page 5-

2 under accommodations we list restaurant, micro brewery, small distillery, small winery, and then on page 5-

3 under industrial and manufacturing we list basically the same items. Seems like some duplication here and maybe we need to define "small"? Maybe we should just list restaurant "alone" on 5-2?

Under residential on page 5-

3 why even have "multi family" listed as we have single detached and two family listed? again, just a thought.

On page 5-2 section 5-1 a hotel/motel is not permitted, yet elsewhere in zoning "one space per hotel room" is listed?

NORTH GATEWAY: Much more developed than South Gateway. The zoning pretty much mirrors that of the South Gateway. Under offices and services I suggest "animal services and hospital" be added to slu like I suggested for South Gateway.

SOUTH AND NORTH GATEWAY "FORM REQUIREMENTS": Zoning wants both gateways to "maintain a consistent architectural design and character" of each district. They are obviously different for each gateway and some requirements could be challenged in the future by a homeowner. May be a can of worms in the future as this depends on one's opinion somewhat.

NATURAL RESOURCES: Did not recap since they come up 14 times in the document and most fall under EPA, DNR, DEQ, and EGLE requirements, all requiring permits.

In conclusion I feel we may have some duplication on some line items and think we could "clean up" some. Maybe one can "never be specific enough" on zoning, but I worry about "overkill".

Thanks, Richard

project memorandum

B R *i*
Beckett&Raeder

*Landscape Architecture
Planning, Engineering &
Environmental Services*

Date: 09.12.2025
From: Sara Kopriva, AICP
To: Suttons Bay Planning Commission
Project: Master Plan Action Items

i
initiative

Attached is the latest master plan action item list. At the June meeting there were a few changes made but my changes did not save so we will need to update the new timeframes with those. Now that the PC has reviewed some topics, are there any other changes that are needed to this list before it is finalized?

After discussing the PUD amendment with the Village Manager, we are going to hold on that amendment and return to it in the future.

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Ann Arbor, MI 48103

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Grand Rapids Office
5211 Cascade Road SE
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Grand Rapids, MI 49546

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June 2025

Village of Suttons Bay Master Plan Action Items

Zoning Amendments

Consider developing form-based zoning standards associated with residential areas to promote walkability and compatibility with existing development.^	Housing	High	1
Update Planned Unit Development (PUD) regulations to include more specific language to support workforce housing.^	Housing	High	1
Incorporate incentives with the PUD standards in the Zoning Ordinance (density bonus, reduced parking required, utility hookup fees, minimum dwelling and lot width and size, height bonuses, etc.).^	Housing	High	1
Assess Zoning Ordinance standards for stormwater management and alternative energy systems to ensure alignment with best practices.	Natural Resources	High	1
Encourage or incentivize energy efficiency, environmental sensitivity, and sustainability in the Zoning Ordinance (e.g., solar panels, EV charging stations, etc.).	Natural Resources	High	1
Update parking standards to facilitate the installation of electric vehicle (EV) infrastructure.	Transportation	High	1-3
Discourage development in areas with slopes greater than 18 percent through the Zoning Ordinance, natural features ordinances, and site plan review process.*	Natural Resources	Medium	1-3
Define “long-term rental” in the Zoning Ordinance and distinguish between “long-term rental” and “workforce housing.”^ **Add Seasonal	Housing	Low	1-3
Streamline the development review process when units include workforce housing*	Housing	Low	5
Create incentive programs for developments that include a variety of housing sizes*	Housing	Low	5
Incorporate applicable concepts from the MEDC’s Redevelopment Ready Communities program into the Zoning Ordinance and improve the development review process for applicants, the approving body, and community*	Housing	Low	5
Update the Village’s sign ordinance as needed to ensure that signs are compatible with the character of the Village.*	Community Identity	Low	5
Incorporate recommendations of the M-22 Scenic Corridor Guidebook into the Zoning Ordinance.	Community Identity	Low	5

Other Ordinances

Develop and enforce a set of natural features ordinances that will protect key natural features.*	Natural Resources	High	1
Create a tree planting plan that identifies a priority list for tree planting and maintenance.	Natural Resources	Medium	1

June 2025

Village of Suttons Bay Master Plan Action Items


Studies

Map priority development areas for workforce and/or attainable housing and "pre-permit" selected sites within the designated priority development area(s).^	Housing	High	1
Assess the Zoning Ordinance to ensure that building design is high quality and encourages pedestrian activity.	Economic Development	High	1-3
Assess how well the Zoning Ordinance standards provide for adequate buffering, lighting, and noise regulations to minimize the negative impact on neighboring residents and businesses. Make refinements to these standards as needed.*	Economic Development	High	1-3
Preserve and enhance the natural characteristics found at the "gateways" to the Village along M-22 and M-204 through the Zoning Ordinance, landscaping, signage, and site plan review process.*	Natural Resources	High	1-3
Consider dormitory housing or boarding room housing in certain districts under defined conditions for the purposes of seasonal workforce housing.^	Housing	High	1-3
Assess Zoning Ordinance standards for new sidewalks and pathways associated with the construction of recent developments in the Zoning Ordinance.	Transportation	High	Continuous
Consider changes to residential zoning districts to permit housing opportunities for all age groups that are consistent with the goals and intent of the Master Plan.	Housing	High-Continuously Worked On Policy	Continuous
Review the environmental standards in the Zoning Ordinance (Section 2-6) to assess whether they are producing expected protection and/or if any refinements to the ordinances are needed.*	Natural Resources	Medium	1-3
Limit or eliminate short-term rental of ADUs in districts targeted for workforce housing.^	Housing	Medium	1-3
Consider limiting short-term rentals in areas/districts targeted for workforce housing and identifying areas where both may be appropriate.^	Housing	Medium	1-3
Assess Zoning Ordinance standards for waterfront and shoreline development (public and private) to ensure that public access and views of the shoreline and Suttons Bay are adequately protected.*	Community Identity	Medium	1-3
Assess Zoning Ordinance standards to ensure new development and redevelopment supports walkability.*	Community Identity	Medium	1-3

June 2025

Village of Suttons Bay Master Plan Action Items

Assess Zoning Ordinance standards for streetscapes, landscapes, and façades for residential and non-residential developments within the Village.	Community Identity	Medium	1-3
Assess the Zoning Ordinance standards for mixed land uses to see if development has occurred as anticipated and/or if any refinements to the ordinances are needed.*	Economic Development	Medium	5
Assess the Zoning Ordinance to ensure it allows appropriate residential retrofits for accessibility in order to help older residents remain in their homes.	Housing	Medium	Continuous
Consider an overlay district to delineate priority development area(s) for housing options where they are not currently prohibited without adding new zoning districts or changing boundaries.^	Housing	Low	1-3
Consider allowing an additional ADU (one attached and one detached) on the same property.^	Housing	Low	1-3
Consider zero lot line homes in mixed use areas. The CB district is currently the only district w/a zero front setback.^	Housing	Low	5
Assess the Village's ADU provisions to determine whether refinements are needed to encourage additional ADUs and/or to update standards for layout and appearance.*	Economic Development	Low	5

		VILLAGE OF SUTTONS BAY ZONING REPORT	
Prepared:	09/11/2025	Pages:	1 of 1
Meeting:	September 2025 PC & Council	Attachments:	0 <input type="checkbox"/>
Subject:	Zoning Report for July & August 2025		

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADU	ALTERATIONS ADDITIONS	ACCES. STRUCT.	FENCE	COMMERCIAL, SIGNS / OTHER
July/August 2025	1	0	0	0	0	0	1
Year To Date	11	0	0	2	1	2	6

LUP 25-011 770 N. St. Joseph Street

Addition to community building and reconstruct pool and deck.

ZONING BOARD OF APPEALS

- On July 9th, the ZBA continued their hearing on a dimensional variance request – 379 S. Shore Dr. After discussion and findings of fact, the request was denied.

STAFF REPORT

- Many general inquiries on land use, setbacks, signs, etc.
- Preliminary Site Plan Review in progress for Inland Seas.
- Preliminary review of plans for house.
- Enforcement letter on ADU.
- Enforcement letter on banners.
- Enforcement letter on stairway construction.
- Request to extend Land Use Permits for Harbor Heights.

RECOMMENDATIONS TO PC:

As you may recall, approximately a year ago I relayed to the Planning Commission comments received from Suttons Bay Congregational Church about potentially expanding the residential use of their parsonage. At that time, they were considering converting the parsonage into a duplex unit. This seemed like it was something that the PC could study to address the Master Plan goals on housing.

Now they have inquired about adding an ADU on the property, and have submitted a letter to the requesting that the PC consider amendments to the zoning ordinance. There are also letters of support.

The PC could study the request as part of their ongoing work to address housing needs identified in the Master Plan, or the PC could require a formal application.

Attached are the letters that I received.

Suttons Bay Congregational Church

Anchored in God's Love

PO Box 70 • 218 W Madison St • Suttons Bay, MI 49682

September 2, 2025

Steve Patmore
Zoning Administrator
Village of Suttons Bay
via email

Dear Steve,

As you know, Suttons Bay Congregational Church has provided state subsidized housing in our parsonage at 214 W. Madison to a single mom, Maiah Ku Vang, with five children since 2006. Our parsonage is the only real home her children have ever known and they have all excelled in Suttons Bay Schools. All Maiah's children have attended or are attending Michigan colleges. Her youngest, Austin, has just left for Michigan State University so she is an "empty nester."

We would like to continue to provide housing for Maiah and another family by adding an ADU (Accessory Dwelling Unit) to our property. However, the current ordinance requires that the primary house be owner occupied which prevents us from doing this.

Therefore, we are requesting a text amendment to the current ordinance as follows:

Section 9-2 item C should be amended to read : "Owner Occupancy. The owner of the parcel where an accessory dwelling exists shall reside on the property unless the owner is a non-profit organization."

In support of our request we have attached letters from other non-profits who believe, as we do, that the village needs more long-term affordable housing. Please take our request to the Village Planning Commission. Thanks.

Parsonage Task Force
Suttons Bay Congregational Church



7322 E Duck Lake Rd, PO Box 196
Lake Leelanau, MI 49653 | 231-994-2271
leelanauchristianneighbors.org

September 3, 2025

Suttons Bay Village Planning Commission
Letter of Support for ADU Text Amendment

To Whom It May Concern,

In the interest of expanding affordable housing in the village of Suttons Bay, and as a fellow nonprofit organization with similar interest, Leelanau Christian Neighbors supports the application for a text amendment to the village zoning ordinance submitted by Suttons Bay Congregational Church at the September 2025 meeting. Section 9-2 item C should be amended to read as follows:

"Owner Occupancy. The owner of the parcel where an accessory dwelling exists shall reside on the property unless the owner is a nonprofit organization."

Sincerely,
Charles J Bumb
President, LCN Board of Directors



Suttons Bay Village Planning Commission
September 8, 2025
Re: Support for ADU Text Amendment

Dear Members of the Planning Commission,

On behalf of the Leelanau Community & Teen Center, I am writing to express our **strong support** for the expansion of **affordable housing options** in Suttons Bay Village.

As an organization that serves local youth and families, we witness firsthand the impact that housing insecurity has on the lives of our young people. Many of the teens who rely on our programs come from families struggling to find stable, affordable places to live within the community they work, learn, and grow in. Some travel long distances from neighboring towns due to the lack of available housing here. Others have had to leave Suttons Bay altogether because rising housing costs have pushed them out.

This issue doesn't just affect our youth—it affects their families, teachers, essential workers, and even our local business owners. When families are forced to relocate due to high housing costs, our schools lose students, our workforce shrinks, and our sense of community is weakened.

Affordable housing is more than just a roof over someone's head—it's a foundation for **mental health, academic success, stability, and community involvement**. It allows teens to stay connected to their peers, participate in after-school programs, and access vital resources like tutoring, meals, and mentorship at our center.

We believe that Suttons Bay is at its strongest when it is inclusive, diverse, and accessible to people of all income levels. Expanding affordable housing is not only the compassionate choice—it is the strategic one, ensuring that our village remains vibrant and sustainable for generations to come.

Thank you for your leadership and consideration of this critical issue.

Sincerely,

Rebekah TenBrink - Executive Director

LIFT Teen Center & The Friendship Community Center



Inland Seas
EDUCATION ASSOCIATION

Suttons Bay Village Planning Commission
Aug 18, 2025

Re: Support for ADU Text Amendment

Dear Members of the Planning Commission,

On behalf of Inland Seas Education Association, I am writing to express our support for the application submitted by Suttons Bay Congregational Church to amend the Village Zoning Ordinance regarding accessory dwelling units (ADUs).

As a nonprofit organization committed to strengthening our community, we recognize the pressing need for affordable housing within Suttons Bay. We support the proposed text amendment to Section 9-2, Item C—The owner of the parcel where an accessory dwelling exists shall reside on the property **unless the owner is a non-profit organization**. We believe this offers a practical solution that will expand access to affordable housing while maintaining the character and vitality of our village.

We encourage the Planning Commission to adopt this amendment and appreciate your thoughtful consideration of measures that support the long-term sustainability of our community.

Sincerely,

Fred Sitkins
Executive Director
Inland Seas Education Association