



VILLAGE OF SUTTONS BAY

Planning Commission

420 N. Front Street, Suttons Bay, MI 49682

January 21, 2026 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 December 17, 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
8. New Business
 - A. Election of Officers
 - b. Zoning Ordinance amendments
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 March 18, 2026 (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 December 17, 2025
420 N. Front Street
Suttons Bay, MI 49682

The meeting was called to order at 5:00 p.m. by Vice-Chairperson Pontius

Present: F. Smith, Campbell, Pontius, D. Smith, Hylwa
Absent: Feringa & Hetler
Staff present: Patmore & Petroskey
Guests: 26

Approval of Agenda

F. Smith moved, D. Smith seconded, to approve the agenda as presented.
Ayes: 5, No: 0

Conflict of Interest: None

Approval of Minutes

D. Smith move F. Smith seconded, CARRIED, to approve the Planning Commission meeting minutes of November 19, 2025 as presented. Ayes: 5, No: 0.

Public Comment/Written Communications

Fred Sitkins thanked the Village for all their cooperation in working together to get this conditional approval.

Sally Somali, ISEA Volunteer/Former Board member spoke in favor of the project.

Old Business: None

New Business:

EVSE Charging Stations-Public Hearing

Vice-Chair Pontius stated that a proposed amendment is before the commission this evening that will allow EV Charging stations as an accessory use as defined in Article 2, 10 and Article 20. Pontius read the amendment to the public.

F. Smith moved, D. Smith seconded CARRIED to open the public hearing at 5:05 p.m. Ayes: 5, Nays: 0

Larry Mawby encouraged the planning commission to recommend to the Village Council to adopt the language as presented.

Public hearing closed at 5:06 p.m. hearing no further comment.

The planning commission reviewed the criteria of Article 18-3 as it applies to the proposed Ordinance.

1. The proposed text amendment would clarify the intent of the ordinance.
The proposed text amendment is not clarifying the of the ordinance but is supported by the intent of the ordinance
2. The proposed text amendment would correct an error or oversight in the ordinance.
The amendment is not correcting an error; this is a new use that needed ordinance language to clarify the regulation
3. The proposed text amendment would address changes to the State legislation, recent case law or opinions from the Attorney General of the State of Michigan.
The amendment is clarifying regulations for a newer use that is permitted in the State. This amendment is not addressing any changes from the State.
4. The proposed text amendment would promote compliance with changes in other County, State or Federal regulations.
The proposed text amendment is not necessary for compliance with changes to other regulations. This amendment is clarifying a new type of use that is allowed.
5. In the event the amendment will add a use to a district, that use shall be fully consistent with the intent of the district and the character of the range of uses provided for within the district.
The amendment is adding an accessory use to the ordinance, it is consistent with the intent of the districts since it allows for electric vehicle charging where current or proposed parking is allowed. Parking is currently allowed in all districts; this expands the availability of electric vehicles with regulations specific to charging stations. The amendment will not create incompatible land uses within a zoning district, or between adjacent districts.
6. The amendment will not create incompatible land uses within a zoning district, or between adjacent districts.

This amendment does not create incompatible land uses. It is adding regulations for a use that is already taking place.

7. The proposed text amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements and similar technical items.

The text amendment is not supported by any special studies. The requirements are based on typical requirements for newer land uses in zoning. The master plan discusses electric charging and adding the language helps to move the master plan forward

8. As applicable, the proposed change shall be consistent with the Village's ability to provide adequate public facilities and services.

The text amendment will have no impact on public facilities and services available as an accessory use. They are currently allowed as an accessory structure; this language clarifies additional requirements specific to charging stations.

9. The proposed change shall be consistent with the Village's desire to protect the public health, safety, and welfare of the community.

The proposed language is consistent with the public health, safety and welfare and supported by the adopted Master Plan.

F. Smith moved, M. Campbell seconded, CARRIED to recommend the Village Council adopt the language as presented. Ayes: 5 Nays: 0 Motion Carried.

Inland Seas Education Association (ISEA) Campus Expansion Project:

It was noted that the Applicant had submitted a ZBA application for a variance.

D. Smith moved, F. Smith seconded to approve the Inland Seas Application with the following conditions:

1. ZBA approval of a variance for build-to/setback along Dame Street. Nothing in the Planning Commission approval shall guarantee approval or action by the ZBA.
2. All outside agency permits shall be required. Approval of the site plan does not guarantee that outside permits will be approved or permitted as currently proposed. This includes but is not limited to: water, sewer, stormwater, roads, fire soil erosion, EGLE.
3. Approval of the site plan by fire and DPW for removal of secondary access to the site.

Ayes: 5; Nays: 0

Public Comment:

- Fred Sitkins thanked the commission.

Reports

Zoning Administration Report-as presented.

Village Council Report: Truth in Taxation hearing held. 2026 Budget adopted.

Zoning Board of Appeals-Meeting scheduled for January 14, 2026.

Next Regular Meeting is January 21, 2026.

Good of the Order: No comments

Meeting Adjourned at 5:16 p.m.

Meeting minutes drafted by Dorothy Petroskey, Clerk.

		VILLAGE OF SUTTONS BAY ZONING REPORT					
Prepared:	1/16/2026				Pages:	1 of 1	
Meeting:	January 2026 PC & Council				Attachments:	0	<input type="checkbox"/>
Subject:	Zoning Report for November 2026						

LAND USE PERMITS ISSUED

		NEW	ADU	ALTERATIONS	ACCES.	FENCE	COMMERCIAL, SIGNS / OTHER
DATE	TOTAL	HOMES		ADDITIONS	STRUCT.		
December 2025	0	0	0	0	0	0	0
Year To Date	13	0	0	3	1	2	7

ZONING BOARD OF APPEALS

- Two Applications under review for interpretation/variance.

LAND DIVISION

- Discussions on possible parcel transfer

STAFF REPORT

- Questions on Land Use Permits, Site Plan Review, Zoning Appeals.
- Follow-up on previous permits issued.

RECOMMENDATIONS TO PC:

None at this time