



VILLAGE OF SUTTONS BAY
Planning Commission
420 N. Front Street, Suttons Bay, MI 49682
September 14, 2022 at 5:00 pm
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 -August 10, 2022 & August 17, 2022
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. Master Plan-Giffels Webster
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: Special Meeting October 5, 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 AUGUST 10, 2022

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

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

Approval of agenda

Suppes moved, Smith seconded, CARRIED, to approve the agenda as presented. Ayes: 6, No: 0.

Approval of minutes

Hylwa moved, Smith seconded, CARRIED, to approve the Planning Commission meeting minutes of July 13, 2022. Ayes: 6, No: 0.

Public Comment/Written Communications

A written public comment was received from Rick Andrews regarding to the rezoning application on 301 S. Shore Drive.

Parks and Recreation Plan

Kopriva stated the process for the Parks and Rec Plan is as follows:

- Approve the plan for a 30-day review period.
- The draft plan will be posted on the website.
- A copy will available for viewing at the Village Hall.
- Following the 30-day review period, the document will be forwarded for input and a public hearing noticed in the newspaper.
- Approval and final adoption by Council by year end making the Village grant funding eligible.

Kopriva asked that any formatting issues or comments be sent to her in the next couple of days.

The meeting today is for content discussion. Comments/corrections received from

Commissioners were as follows:

- Page 23 - The legend indicates a Harbor, (blue star circled in orange) but it is not found on the map itself.
- Page 23 - The legend indicates Watercraft control rivers and Watercraft control areas, but they are not found on the map.
- Page 35 - Remove yellow highlight.
- Page 36 - Coal dock images are out of date and are from the old plan; improvements have been made since then. The wooden walkways are no longer there. Bottom right image is irrelevant.

- Page 38 - Misplaced Title near the bottom. These are photos of Marina Park, not North Park.
- Page 38 and 39 - North Park Title belongs on Page 39, not 38.
- Page 39 - Photo on the bottom of page belongs on page 40 (overlay).
- Page 40 – Need a heading for Sutton Park.
- Page 49 - Topography map, change the line colors so that you can distinguish between the two lines.
- Page vi – Watershed boundary Map, no page # and no map.

Suppes moved, Pontius seconded, CARRIED, to release the Parks and Recreation Plan draft for a 30-day review period once the corrections noted are made. Ayes: 6, No: 0.

Suppes moved, Hylwa seconded, CARRIED, to set a public hearing on the Parks and Recreation Plan for October 5, 2022, at 5:00 p.m. (Kopriva unable to attend the regularly scheduled meeting on October 12, 2022). Ayes: 6, No: 0.

Public Comments

Bill Straley informed Commissioners the Bayview Condos Board of Directors of the HOA purchased two properties from Leelanau County adjacent to and in front of the condos already there. The current PUD states it is to be used for 24 more condos on these parcels, but Straley states it will never be developed into 24 condos. The HOA would like to find out if they can amend the PUD to subdivide the parcels into five or six lots for single family condo's similar to the condos across the street.

Bill Crackel requested signage be placed at all of our parks. Crackel offered to pay for new replacement trees instead of digging up trees on Village property. Crackel is frustrated about the drainage and parking on St. Mary's Street. He believes parallel parking takes up unnecessary space and wondered about deliveries in that area. He stated VRBO's use the area for parking.

Larry Mawby representing the Peninsula Housing Community Land Trust stated there are few areas in the Village that he would like the Planning Commission consider changing the provisions in order to make it more possible to build affordable housing. Considerations include increasing maximum dwelling units beyond eight, and increasing the building height from 2 ½ to three stories.

Mark Hoffman stated he is with a group of Roth family members regarding their property north of 22 and west of 204. He is interested in the Master Plan process relative to this property.

Reports

Suppes stated a sub-committee has been formed to work on the Short-Term Rental Ordinance. Currently there is a 90-day moratorium on the Ordinance.

Good of the Order

Smith stated the Suttons Bay Art Festival was a success and was very happy with the high school parking implementation. He would like the Art Fest committee to consider requiring the vendors to park there because they took up a lot of prime parking spaces with their trucks and trailers. Hylwa agreed with Smith noting the vendors trucks and trailers remained parked in these prime spaces all day when those attending the Art Fest could park there.

Announcements

There will be Planning Commission, Master Plan review meeting on August 17, 2022. The next regularly scheduled Planning Commission meeting is September 14, 2022.

Adjournment

Smith moved, Suppes seconded, CARRIED, to adjourn the meeting. Ayes: 6, No: 0.

The meeting adjourned at 5:55 p.m.

Meeting minutes submitted by Shar Fay, Clerk.



VILLAGE OF SUTTONS BAY
SPECIAL PLANNING COMMISSION
MEETING MINUTES OF AUGUST 17, 2022

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

Present: Hetler, Hylwa, Ostrowski, Pontius, Smith and Suppes

Absent: Feringa

Staff present: Fay and Petroskey, Jill Bahm of Giffels Webster

Approval of Agenda

Suppes moved, Smith seconded, CARRIED, to approve the agenda as presented. Ayes: 6, No: 0.

Public Comment/Written Communications

Mawby noted typos in the Master Plan draft and questioned the census numbers.

Master Plan – Giffels Webster-Review Survey Results

Jill Bahm reviewed with Commissioners focused results of the Online Community Survey found in the packet.

Compiled/Refined Data & Updated Goals & Objectives

Bahm and Commissioners reviewed the Goals and Objectives section. Bahm stated she will refine and fix the goals and objectives per discussions, as well as align the Land Use map with the zoning map. The next Master Plan meeting will be held on September 14, 2022, at 5:00 p.m., the regularly scheduled Planning Commission meeting. Bahm will attend via Zoom.

Public Comment

Rick Andrews stated the draft was very interesting and of good material, however it was a lot and suggested focusing on a couple of the big items. He further suggests adding a compelling, inspiring and distinct statement, about what we want the Village to be, making it different and better than surrounding communities.

Mark Hoffman said he was glad to part of the meeting.

Announcements

The next regular Planning Commission meeting will be September 14, 2022.

Hetler stated Village Council made the decision that Zoom access will now be for viewing only, and not for public comment/interaction. The Parks and Recreation Plan draft is not yet ready due to the emergency at Waterwheel Park, but should be a week from Friday.

Suppes moved, Smith seconded, CARRIED, to adjourn the meeting. The meeting adjourned at 6:30 p.m. Ayes: 6, No: 0.

Meeting minutes submitted by Shar Fay, Clerk.

FIGURA LAW

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September 8, 2022

Suttons Bay Village Planning Commission
420 N. Front Street
P.O. Box 395
Suttons Bay, MI 49682

sent via electronic mail to: suttonsbay@suttonsbayvillage.org

Re: Zoning Ordinance Conditional Rezone Request-301 South Shore

Dear Commission Members:

As previously communicated to legal counsel for the Village, the applicants intend to submit amended conditions relating to the in the above-referenced matter. The applicants believe that the amended conditions will be submitted timely for consideration at the Planning Commission's October meeting.

Please advise of any submission deadlines that may apply. Thank you.

Kind regards,

FIGURA LAW



Timothy J. Figura
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TJF/jab

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