VILLAGE OF SUTTONS BAY

Planning Commission
420 N. Front Street, Suttons Bay, MI 49682
November 18, 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 Oct 21, 2026 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. Public Hearing-Article 2.4 Driveway Access & 10.2 (E) Parking Requirements
8. New Business
   A. Zoning Ordinance Discussion
   B. 2027 Meeting Dates
   C. 2027 Budget
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 December 16, 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 October 21, 2026
420 N. Front Street
Suttons Bay, MI 49682

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

Present: D. Smith, F. Smith, Hylwa, Feringa, Hetler
Absent: Pontius, Campbell
Staff present: Schroeder, Patmore & Petroskey
Guests: 0

Approval of Agenda

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

Conflict of Interest: None

Approval of Minutes

D. Smith moved, S. Feringa seconded, CARRIED, to approve the Planning Commission meeting minutes of September 16, 2026 as presented. Ayes: 5, No: 0.

Public Comment/Written Communications: None

Old Business:

A. Driveway Standards:

Sara provided amended language for Article 2 2-4 and Article 10-2E as discussed in last month's meeting. The following changes are proposed:

Section 2-4 Access, Driveways, and Private Streets

A. *General.*

1. Permits Required. *In addition to a driveway permit from DPW, no* individual, association, corporation or entity, either public or private, shall construct or extend a private driveway or street without first having obtained a *zoning* permit from the Village.

2. Jurisdiction. Any proposed private driveway or street must be permitted by the applicable public authority if intersecting with a public street. If the private driveway or street intersects an existing private street, written permission from the owners, private street association or other entity that owns the private street shall be submitted.
3. Access. Driveway entrances and exits to a parcel of land shall comply with the Village of Suttons Bay *driveway* requirements, and shall require a right-of-way permit when applicable. No new curb cuts are allowed on M-22 and St. Joseph Avenue.
4. Fire Department. Property access, driveways, and streets are subject to applicable fire codes.

B. *Application.* All applications for private driveways and streets shall be on an established application form and shall include any required fees, the required number of plans, the private easement and maintenance agreement (if applicable) and any other required information.

C. *Types and Approval Authority.*
1. Driveway and Shared Driveway. A driveway or shared driveway shall be reviewed and approved by the Administrator.
2. Private Street. A private street shall be reviewed by the Planning Commission, which shall make a recommendation to the Village Council. The Village Council shall provide final approval of private streets.

D. *Residential Driveway Requirements- Single-Family and Two-Family.*
1. Number and Location. The number and location of driveways, providing direct access to a public or private street *shall be limited to two (2) curb cuts unless an exception is granted by DPW.*
2. Location and Design. A driveway shall be subject to the following:
   a. The driveway surface and any connected pad shall be at least three (3) feet from a side lot line.
   b. The driveway shall be positioned for access to the garage or carport. In the event a garage or carport does not exist, the orientation of the driveway shall be to the side or rear yard.
3. Shared Driveway Requirements.
   a. Limitations. A shared driveway shall only be approved to provide the primary access from a road to two (2) contiguous lots, which because of their zoning, configuration, or other circumstance related to the land, cannot be or are unlikely to be split into future additional lots.
   b. Design and Construction Requirements.
      (1) The shared driveway shall be located within an easement with a minimum width of 20 feet.
   c. Application and Approval. Shared driveway applications shall be reviewed by the *Zoning* Administrator and Fire Chief.

Move to Parking Requirements Section 10-2. (E)

Parking. On-site parking of vehicles shall be restricted to improved parking areas, such as driveways, parking lots, garages, and carports.

The planning commission also recommended that the DPW set standards rather than have it duplicated in the zoning Ordinance for the following:

Maintenance and repairs of sidewalk; Number of curb cuts allowed; Driveway surface; width, entry and exit as well has width/surface for shared driveways. Sara provided language that the DPW could use as standards from the zoning ordinance.

D Smith moved, S. Feringa seconded, CARRIED to set a public hearing for November 18th at 5:00 p.m. on the proposed changes to Section 2-4 Access, Driveways and Private Streets and Article 10-2 and add section 10-2(E). Ayes: 5, No: 0.

New Business

B. Mapping for Potential Housing

Sara provided the commission with Housing maps as they relate to the various criteria, such as parcels located in the shoreline district, floodplains, access to TART, Access to BATA, Grocery Store, etc. The next step is to apply the scoring and to see if there are areas that are available for attainable housing. Sara will continue to work on the housing maps and see how it will blend into the zoning ordinance. Commission members talked about duplexes and allowing for home conversion to allow for two family housing. Sara will bring language back to the commission in the next few months.

Public Comment: None

Reports

a. Zoning Administrator Report: Written report(s) submitted.
b. ZBA Report: None
c. Village Council Updates:
    - Debbie stated that the Council is beginning the budget process and are looking to increaser sewer water fees as well as slip fees in the Marina.

Good of the Order: Deb Smith stated it was her last meeting and that she enjoyed working with her fellow commissioners and members thanked her for her service.

Announcements: Next Regular Meeting November 18, 2026

- Public Hearing on Driveway Standards

- 2027 Meeting Dates
- 2027 Budget

Meeting Adjourned at 5:30 pm

Motion by F. Smith, second by S. Feringa to adjourn. Ayes: 5, No: 0

Meeting minutes drafted by Dorothy Petroskey, Clerk.

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VILLAGE OF SUTTONS BAY
MEETING SCHEDULE
2027

PLANNING COMMISSION		
January	20	5:00 P.M.
February	17	5:00 P.M.
March	17	5:00 P.M.
April	21	5:00 P.M.
May	19	5:00 P.M.
June	16	5:00 P.M.
July	21	5:00 P.M.
August	18	5:00 P.M.
September	15	5:00 P.M.
October	20	5:00 P.M.
November	17	5:00 P.M.
December	15	5:00 P.M.
3rd Wednesday		

DDA		
February	10	9:00 A.M.
March	10	9:00 A.M.
April	14	9:00 A.M.
May	12	9:00 A.M.
June	9	9:00 A.M.
July	14	9:00 A.M.
August	11	9:00 A.M.
September	8	9:00 A.M.
October	13	9:00 A.M.
November	10	9:00 A.M.
December	8	9:00 A.M.
2nd Wednesday		

VILLAGE COUNCIL		
February	*16	5:30 P.M.
March	15	5:30 P.M.
April	19	5:30 P.M.
May	17	5:30 P.M.
June	21	5:30 P.M.
July	19	5:30 P.M.
August	16	5:30 P.M.
September	20	5:30 P.M.
October	18	5:30 P.M.
November	15	5:30 P.M.
December	20	5:30 P.M.
3rd Monday		

ZBA		
January	13	5:30 P.M.
February	10	5:30 P.M.
March	10	5:30 P.M.
April	14	5:30 P.M.
May	12	5:30 P.M.
June	9	5:30 P.M.
July	14	5:30 P.M.
August	11	5:30 P.M.
September	8	5:30 P.M.
October	13	5:30 P.M.
November	10	5:30 P.M.
December	8	5:30 P.M.
2nd Wednesday		

UTILITY/MARINA COMM		
Feb	1	8:30 A.M.
March	1	8:30 A.M.
April	5	8:30 A.M.
June	7	8:30 A.M.
August	2	8:30 A.M.
October	4	8:30 A.M.
November	1	8:30 A.M.
1st Monday		

GENERAL SERVICE		
Feb	2	8:30 A.M.
March	2	8:30 A.M.
April	6	8:30 A.M.
June	8	8:30 A.M.
August	3	8:30 A.M.
October	5	8:30 A.M.
November	2	8:30 A.M.
1st Tuesday		

ADMIN/PERSONNEL COMM		
Feb	3	8:30 A.M.
March	3	8:30 A.M.
April	7	8:30 A.M.
June	9	8:30 A.M.
August	4	8:30 A.M.
October	6	8:30 A.M.
November	3	8:30 A.M.
1st Wednesday		

COMMITTEE OF THE WHOLE		
May	4	8:30 A.M.
September	7	8:30 A.M.
December	7	8:30 A.M.
1st Tuesday		

No Meetings

DDA TBD

*** Meetings scheduled for the Tuesday following Holiday-Meetings may be canceled due to lack of business/or Quorum**

2026 AMENDED BUDGET PROPOSAL
2027 PROPOSED BUDGET
Submitted for November Committees

Master for 2026/7

Acct #		2025 Adopted	2025 Actual	2026 Adopted	2026 Amended	2027 Proposed	
701	**Planning & Zoning**						
702	Administrative Wages	11,580	12,453	12,950	13,975	14,814	
702	Wages	6,000	16,152	6,000	7,150	7,579	
702	Wages - Planning Commission	4,825	1,600	4,825	4,825	4,825	PC per diem, pd annually in Dec
703	Wages - Zoning Board of Appeals	800	560	800	800	800	ZBA per diem,pd annually in Dec
709	FICA Contribution	1,345	2,052	995	1,615	1,713	
718	Medical Insurance	740	1,651	1,850	1,650	1,850	
724	Workers Compensation Insurance	850	137	90	90	90	
716	Retirement Contribution	1,158	2,137	1,300	2,500	2,800	
725	Life, AD&D Insurance	70	67	112	112	112	
708	Unemployment Insurance	101	1	70	70	70	
752	Office Supplies	700	0	700	700	700	
851	Postage	500	0	500	500	500	
804	Professional Planning Services	5,000	0	1,000	1,000	0	Prof Services -not part of monthly planning agre
804	Zoning Ordinance - Planning	15,000	5,701	10,000	0	10,000	Zon Ord Review/Reformat moved to 2027
809	Legal Fees	7,000	3,868	5,000	8,000	6,000	
801	Contractual Services	7,000	6,930	7,000	7,000	8,000	Planner - billed monthly
900	Printing & Publishing	5,000	1,180	2,000	2,000	2,000	legal notices, mtg pubs, prc and master plan co
910	Education,Training & Dues	2,000	216	2,000	2,000	2,000	PC Training
	Total Planning & Zoning	69,669	54,704	57,192	53,987	63,853	