



VILLAGE OF SUTTONS BAY
Planning Commission
420 N. Front Street, Suttons Bay, MI 49682
November 19th, 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 October 15, 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. Introduction-Inland Seas Campus Expansion Project
 - b. EV Charging Station Language
 - c. 2026 PC Budget
 - d. 2026 Meeting Schedule
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 17, 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 October 15th, 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, Pontius
Absent: Hylwa, Campbell
Staff present: Petroskey, Kopriva & Patmore
Guests: 3

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 moved, F. Smith seconded, CARRIED, to approve the Planning Commission meeting minutes of September 17, 2025 as presented. Ayes: 5, No: 0.

Public Comment/Written Communications

Jack Duff spoke on behalf of the Suttons Bay Congregational Church's request to amend the ADU language to allow for two-family long-term housing.

Old Business:

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

Sara provided an updated final list of the priorities.

Steve Feringa provided copies of storm water plans from various site plans. PC members reviewed plans with constructed wetlands with drainage that flows through the property. Other plans provided for retention ponds/plunge pools that allow for a slow release with indigenous plants that help filter the water. He stated that the pools allow for different depths for different plants. Steve will provide a list of plants that are indigenous to the area.

Further discussion centered on the County's storm water control ordinance and ways to strengthen our current language. Sara will research some language and bring it back for further discussion.

New Business:

Electric Vehicle Charging Station Language:

The planner provided the commission with draft standards and requirements for electric vehicles to be placed in Article 10. The commissioners reviewed the language presented and determined that language should be inserted to support the use, however not require it. After review, commissioners requested most of the language presented be omitted except Section E Design and Location and to provide for a definition in Article 20.

ADU Discussion

The commission discussed the request made by the Congregational church to add language to allow non-profits to have accessory dwellings units to provide for long term housing. Patmore noted that currently two-family dwellings are allowed in the Hillside Residential District and the Newer Family Residential District. D. Smith stated that when ADU's were discussed at the Council level there was a lot of push back from residents who did not support ADU's if it was not the owner's primary residence. Commission members stated again we might want to get input from the council.

Zoning Ordinance Amendments

Sara stated that she and her staff have been working on some zoning amendments and will be bringing the language to the commission in the next month or so.

Public Comment: Steve Hassevoort offered if the planning commission allows for two family dwellings that standards be drafted to include form-based requirements. He added that a special land use would allow for the planning commission to ensure the existing dwellings form remain in tack.

Jack Duff restated that the church residence would be for affordable housing.

Reports

Zoning Administration Report-as presented.

Village Council Report: Council meets next week

Zoning Board of Appeals-ZBA application was filed for an interpretation and possible variance request.

Sara stated that we will be adopting the 2026 schedule shortly. Planning commissions are required to hold 4 meetings per year. Last year there were several canceled meetings due to lack of quorum. We may want to keep that in mind as we adopt a meeting schedule. The commission members provided their winter schedules to the Clerk.

Next Regular Meeting is November 19th, 2025.

Agenda Items: Budget

Motion to Adjourn

F. Smith moved, Feringa seconded, CARRIED, to adjourn. Ayes: 5, No: 0.

Meeting Adjourned at 6:20 p.m.

Meeting minutes submitted by Dorothy Petroskey, Clerk.

project memorandum



Date: 11.12.2025

From: Sara Kopriva, AICP
To: Suttons Bay Planning Commission

Project: Inland Seas Campus Expansion



Action Requested: Introduction to the project, feedback to the applicant

Next Steps: No motion needed. Final review with criteria at next meeting or following ZBA meeting (The PC will need to give guidance on next steps)

Inland Seas has submitted an application for site plan review to add a new accessory building, remodel an existing building, and change parking. Enclosed is the application, site plan, and email exchange with the engineer.

The applicant will be present at the meeting to provide the PC an overview of the project and the request. The PC should be prepared to ask questions and provide input on items that need to be addressed prior to final approval.

You will see in the email exchange that there are currently a few items at issue in the review/approval. There are no specific requirements for the use other than the Form Requirements in the Central Business District that can be found in Section 5-5 of the Zoning Ordinance. The ordinance does not provide any relief from these requirements even for the remodel of an existing building.

This application is being reviewed as:

- **Community Oriented Cultural Facility. Permitted by right (Site Plan Review) in CB District.** A public or non-profit facilities that provide educational and cultural experiences for the general public, examples of which include: aquariums, arboretums, art galleries, botanical gardens, libraries, museums, planetariums, civic centers and theaters predominantly used for live performances, and zoos. May also include accessory retail uses such as a gift/book shop, restaurant, etc.

Beckett & Raeder, Inc.
535 West William
Suite 101
Ann Arbor, MI 48103

Petoskey Office
113 Howard Street
Petoskey, MI 49770

Traverse City Office
148 East Front Street
Suite 207
Traverse City, MI 49684

Grand Rapids Office
100 Cesar E. Chavez Ave
SW Suite 300
Grand Rapids, MI 49503

734.663.2622 ph
734.663.6759 fx

231.347.2523 ph
231.347.2524 fx

231.933.8400 ph
231.944.1709 fx

616.585.1295 ph

www.bria2.com

Existing Conditions of Subject Property

- Zoning: CB: Central Business.



Adjacent Zoning & Land Uses		
Location	Zoning	Land Use / Owner
North	CB	Village Property
East	PL / Lake	Watercraft Dockage / Village of Suttons Bay
South	SFWR	Detached single family residence / PEPLINSKI JASON M & MAAS RICHARD W
West	CB	Gasoline Station / PLAMONDON FAMILY LLC

Relationship to Master Plan: The site is designated as both Public / Quasi Public (northern two parcels) and Mixed Use Central Business District (southern parcel) in the 2023 Village of Suttons Bay Master Plan. This category is described below:

Public / Quasi Public. The Public/Quasi-public category includes facilities that are designed to serve the public interest, such as educational, governmental, religious, health, correction, military, cemeteries, airports, and public safety.

Mixed Use Central Business. The Mixed Use Central Business area is comprised of the historic core of the Village and is characterized by traditional multi-story buildings set to the sidewalk. The area will contain a mix of uses to serve visitors and tourism as well as year round residents and contribute to and promote active street life and vitality in the center of the Village. The repurposing of buildings is encouraged to promote sustainability and preservation while filling the gaps in otherwise walkable blocks.

Section 5-5 CB District Form Requirements- Commercial Buildings

The building siting requirements for the CB District support a compact, mixed-use development pattern to reinforce the significance of traditional main street design. These requirements emphasize walkable, pedestrian environments that promote a synergy between compatible land uses and strong ties between buildings and the public realm.

- A. *Building Frontage.* On interior and through lots, the minimum building frontage requirement shall apply to front facades that face a primary, side, or secondary street in accordance with this section. On corner lots, the minimum building frontage requirement shall apply to two (2) frontages. Building frontage minimums are as follows:
 - 1. Primary Street Frontage. Building frontage shall extend at least 80 percent of the lot width (St. Joseph). Facades of buildings on lots that abut St. Joseph shall face St. Joseph.
 - 2. Side Street Frontage. Building frontage shall extend at least 50 percent of the lot width (east/west streets).
 - 3. Secondary Street Frontage. Building frontage shall extend at least 50 percent of the lot width (north/south streets, excluding Saint Joseph).
- B. *Exceptions to Front Setback Requirement.* Buildings are subject to a zero (0) foot maximum front setback and front building lines must be established at the right-of-way line. The following exceptions are permitted to accommodate different building designs (Figure 5-2):
 - 1. Covered Porches. The front exterior wall of a structure may be separated

from the right-of-way line by no more than 10 feet if a covered porch is incorporated into the building design that extends a minimum width of at least 80 percent of the building frontage. The front porch footings shall be subject to the zero (0) foot maximum front setback.

2. Alcoves. Alcoves for public space, dining, outdoor entertainment, similar uses or a unique design element, shall be permitted for a maximum of 30 percent of the lot width. The rearward frontage is the exterior wall parallel to the primary street, subject to the exception, and it does not have a minimum or maximum setback. When measuring required street frontage, the forward frontage and rearward frontage shall be combined to meet the 80 percent building frontage requirement. Alcoves are limited to interior sides of lots.
3. Combination. When combination of an alcove and front porch is incorporated into the building design, the covered porch minimum width is 80 percent of the forward frontage. The front porch footings shall be subject to the zero (0) foot maximum front setback.
4. Arcade. A colonnade supporting a second floor is permitted along the primary street frontage or forward frontage, provided the footings are subject to the zero (0) foot maximum front setback.

i
initiative

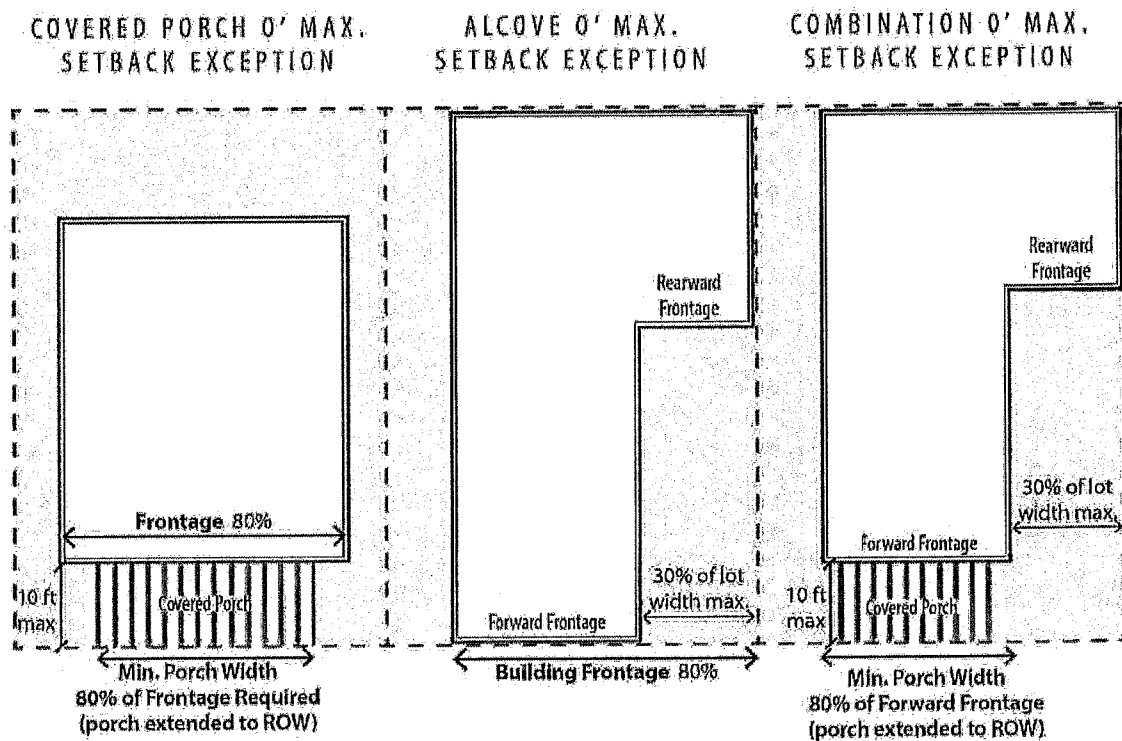


Figure 5-2 CB District Setback Exceptions

C. *Architectural Articulation.*

1. Articulation. Long, uninterrupted façades on primary, side street and rear street frontages shall be avoided on first stories. Building bays, storefronts, entrances, columns, pilasters and other vertical elements shall be used in 15-foot increments to "break-up" the appearance of facades greater than 30 feet in width.
2. Defined Stories. Cornice lines, stringcourses, and other architectural elements shall create a recognizable base, middle, and top to a building.

- D. *Storefronts.* Storefronts shall contain a ground floor that is visually distinct, as defined by traditional architectural elements, including display windows, a kick plate between the sidewalk and the base of a display window, a framed entry, piers/pilasters, awnings, transom windows or a sign band. Ground floors shall be designed with storefronts that have windows, doorways and sign panels that are integrally designed.

- E. *Projections.* Storefronts and building entrances may be enhanced by awnings or marquees, provided the following conditions are met:
1. Right-of-Way. No part of a building may project into the public right-of-way.
 2. Height and Projection. Projections shall maintain a clear height of at least eight (8) feet and project no less than three (3) feet and no more than six (6) feet from the building.
 3. Awnings. When incorporated into building design, awnings shall:
 - a. Be positioned immediately above ground floor windows and have a straight shed style that projects from the building. Cubed, curved or mansard style awnings are prohibited.
 - b. Be constructed of durable materials such as canvas or steel that will not fade or tear easily. Plasticized, shiny or reflective materials are prohibited.
 - c. Not be internally illuminated.
- F. *Roofs.*
1. Flat Roofs. Flat roofs shall be enclosed by a parapet. Parapets may not extend horizontally beyond the plane of an exterior wall.
 2. Mechanical Equipment. Mechanical equipment located on the roof shall be on the back half of the building and screened on all sides so it is not visible from the ground as observed from the sidewalk, or if no sidewalk exists, from the curb or pavement edge of the street.
- G. *Windows and Doors.*
1. Transparency. Transparency requirements shall apply to the area of the façade between two (2) feet and 10 feet above the sidewalk regardless of where windows are located.
 - a. Only clear or lightly tinted, non-reflective glass in windows, doors, and display windows shall be considered transparent.
 - b. Ground floor windows shall contain displays that are meant for viewing from the outside, or shall be unobstructed for a depth of not less than four (4) feet into the building.
 2. Amount of Windows and Doors.
 - a. Primary Street Ground Level. Minimum 70 percent.
 - b. Primary and Secondary Street Upper Levels. Minimum 20 percent.

- c. Secondary Street Ground Level. Minimum 35 percent.

3. Window Design.

- a. Ground floor window sills shall be at least two (2) feet above grade.
- b. Window shape openings and panes on upper stories shall be taller than they are wide or be divided into segments that are taller than they are wide.
- c. Windows should be proportionally distributed along second floor facades.



H. Entrances.

- 1. Recessed Entrance. Building entrances shall be recessed at least three (3) feet and at least one (1) main building entrance shall face a street. If recessed more than five (5) feet, a window display shall be provided between the doorway and the sidewalk. Angled entry walls are preferred to promote visibility of the entrance. Doorways shall not span more than one (1) story.
- 2. Identifiable Elements. A building entrance shall be clearly identifiable and reinforced by such architectural elements as awnings, pediments, pilasters, porte-cocheres, special paving, arches, changes in rooflines and planters.
- 3. Number. A building entrance is required for every 50 feet of frontage a building has on the primary street. There shall be at least one (1) usable building entrance along each street frontage.

Sara Kopriva

From: Sara Kopriva
Sent: Wednesday, November 12, 2025 10:14 AM
To: Scott Jozwiak
Subject: RE: Suttons Bay-Inland Seas Review

Good morning Scott,

I will put it on the agenda for introduction. The PC can discuss and provide input on the proposal. This will allow for you to see if they are going to require the ZBA approval before making a final decision and more time for DPW and emergency services review.

Let me know if you have any questions, see you next Wednesday.

Sara Kopriva, AICP
Partner

Beckett&Raeder, Inc.

Making Great Places for over 55 Years

148 E. Front St., Suite 207
Traverse City, MI 49684

Office: 231.933.8400
Direct Line: 231.674.5377

Ann Arbor, MI 734.663.2622
Grand Rapids, MI 616.585.1295
Petoskey, MI 231.347.2523
Toledo, OH 419.242.3428

Please visit us at www.bria2.com

From: Scott Jozwiak <scott@jozwiakconsulting.com>
Sent: Tuesday, November 11, 2025 5:40 PM
To: Sara Kopriva <skopriva@bria2.com>
Subject: RE: Suttons Bay-Inland Seas Review

Hi Sara,

I thought I had responded but couldn't find evidence that it was sent and then found it in my draft emails. We had received your preliminary review and summary of the items for the upcoming Planning Commission meeting. Regarding your comments:

- **Window Transparency:**

The most recent architectural plans submitted in our on October 1st packet reflect full compliance with the transparency requirements along Front Street. Based on those updates, we believe this item has been addressed.

- **Dame Street:**

We recognize your interpretation that Dame should be treated as a front for setback purposes; however, we respectfully disagree. Dame is not a platted or dedicated public right-of-way. It originated as an easement granted to the Village and was later deeded as Village-owned property in 1992, not as right-of-way. Nothing in the deed or Village records indicates it functions as or was ever dedicated as a public street.

Given that, we do not believe a variance is warranted, and our intent is to present this interpretation directly to the Planning Commission for discussion and confirmation as part of their review.

- **Emergency Access:**

The proposed building will be fully fire-suppressed, whereas the existing structure is not. This represents a meaningful upgrade in overall site safety and emergency response capability. We will coordinate with emergency services as needed to confirm access and turning movements are acceptable. Madison east of Front is not a platted right of way. It is township owned property and described as a metes and bounds parcel.

At this point, there are no additional materials to provide beyond what has already been submitted. We look forward to the opportunity to review these points with the Planning Commission at the November meeting.

Thanks Sara,
Scott

From: Sara Kopriva <skopriva@bria2.com>
Sent: Tuesday, November 11, 2025 4:58 PM
To: Scott Jozwiak <scott@jozwiakconsulting.com>
Subject: Re: Suttons Bay-Inland Seas Review

Hi Scott,
Just following up on this email, I haven't heard anything.

Sara Kopriva, AICP
Partner
Beckett&Raeder, Inc.
Making Great Places for over 55 Years
148 E. Front St., Suite 207
Traverse City, MI 49684

Office: 231.933.8400
Direct Line: 231.674.5377

Ann Arbor, MI 734.663.2622
Grand Rapids, MI 616.585.1295
Petoskey, MI 231.347.2523
Toledo, OH 419.242.3428

Please visit us at www.bria2.com

From: Sara Kopriva <skopriva@bria2.com>
Sent: Wednesday, November 5, 2025 15:53
To: Scott Jozwiak <scott@jozwiakconsulting.com>
Cc: Fred Sitkins <fsitkins@schoolship.org>; Ray Kendra <ray@env-arch.com>
Subject: RE: Suttons Bay-Inland Seas Review

Hi Scott,

I have done my preliminary review of the submittal. Items that should be addressed for the PC meeting:

1. Variances that are going to be requested. The PC will need to determine if they will condition their approval on the ZBA approval or if they prefer to wait until after the ZBA makes a decision. We talked about this on

the phone. I get the impression from the Village office that the preferred route will be get a ZBA decision prior to the PC decision. We can still go to the PC and get initial feedback in November, just no final decision until after the ZBA. If you have already applied, please let me know.

2. In preliminary discussions with the Village staff, there is concern about accessibility and movement through the site with the removal of access to Madison. I am requesting a formal review from emergency services but this is something that will need to be added to the plans.
3. I have determined that Dame St is a Village road and will be treated as a front for purposes of this approval.

I will let you know when I hear back from other agencies with any comments. Additional information will need to be submitted by end of day November 10 for the November meeting.

Let me know if you have any questions,

Sara Kopriva, AICP
Partner

Beckett&Raeder, Inc.

Making Great Places for over 55 Years

148 E. Front St., Suite 207
Traverse City, MI 49684

Office: 231.933.8400
Direct Line: 231.674.5377

Ann Arbor, MI 734.663.2622
Grand Rapids, MI 616.585.1295
Petoskey, MI 231.347.2523
Toledo, OH 419.242.3428

Please visit us at www.bria2.com

From: Scott Jozwiak <scott@jozwiakconsulting.com>

Sent: Tuesday, October 28, 2025 9:45 AM

To: Sara Kopriva <skopriva@bria2.com>

Cc: Fred Sitkins <fsitkins@schoolship.org>; Ray Kendra <ray@env-arch.com>

Subject: RE: Suttons Bay-Inland Seas Review

Hi Sara,

Just want to follow up to make sure we are on track for the November meeting and that you are notified of our intent. We dropped plans, application and fee off on Friday to Steve Patmore at the village office.

Let me know if there is anything else that is needed.

Thanks Sara,
Scott.

Scott Jozwiak, PE
Jozwiak Consulting
p 231.218.1201
PO Box 5342, Traverse City, MI 49696
13300 S W. Bayshore Dr., Traverse City, MI 49684
scott@jozwiakconsulting.com | www.jozwiakconsulting.com

From: Sara Kopriva <skopriva@bria2.com>
Sent: Monday, October 20, 2025 12:11 PM
To: Scott Jozwiak <scott@jozwiakconsulting.com>
Cc: Fred Sitkins <fsitkins@schoolship.org>; Ray Kendra <ray@env-arch.com>
Subject: RE: Suttons Bay-Inland Seas Review

Hi Scott,

The upcoming meetings are November 19 and December 17, 3rd Wednesday of the month. You'll want to get an application and fee in by the end of the week for that agenda. At the last meeting, we asked PC members to provide their winter calendar since many travel during the winter months. After December, we may have a difficult time getting a quorum together for PC meetings until May, although there is a possibility of having enough for a February meeting. Keep this in mind when planning your application.

Sara Kopriva, AICP
Partner

Beckett&Raeder, Inc.

Making Great Places for over 55 Years

148 E. Front St., Suite 207
Traverse City, MI 49684

Office: 231.933.8400
Direct Line: 231.674.5377

Ann Arbor, MI 734.663.2622
Grand Rapids, MI 616.585.1295
Petoskey, MI 231.347.2523
Toledo, OH 419.242.3428

Please visit us at www.bria2.com

From: Scott Jozwiak <scott@jozwiakconsulting.com>
Sent: Tuesday, October 14, 2025 6:55 PM
To: Sara Kopriva <skopriva@bria2.com>
Cc: Fred Sitkins <fsitkins@schoolship.org>; Ray Kendra <ray@env-arch.com>
Subject: Re: Suttons Bay-Inland Seas Review

Hi Sara,

Justin looking for some follow up on this. We are wanting to track a November pc meeting and want to make sure we can do that.

Thanks Sara,

Scott Jozwiak

On Oct 8, 2025, at 12:17 PM, Scott Jozwiak <scott@jozwiakconsulting.com> wrote:

Hi Sara,

Thanks again for taking the time to go through everything with me on the phone this morning. I think we're mostly on the same page, but as you requested, I am following up on the two items still hanging out there. All others appear to be addressed.

1. Front Street window transparency

We understand that the building doesn't meet the minimum transparency along Front Street. I've stated arguments with respect to this matter that I feel are compelling and meet the conditions for granting a variance if that is deemed necessary. I'd like to propose that we move forward with Planning Commission review and if this continues to resonate as a non-conformance that needs to be addressed then we would ask to make that a condition of approval. That way, we can keep the project moving and seek independent approval through the ZBA if warranted.

2. Dame Street frontage / setback

The second issue is whether Dame Street should be treated as a right-of-way for applying frontage or setback requirements. From what we can tell, Dame started as an access easement granted to the Village to reach their marina property, which was otherwise landlocked. It's only about 29.7 feet wide, and in 1991 that easement was deeded to the Village.

Our surveyor questions whether that makes it a true public right-of-way. It functions more like an alley or service access than a street. Our properties have always used Dame for access and addressing, but it's never operated as a street frontage in the sense that Front Street does. There is barely enough room for the paved drive and there is no village sidewalk or any other means for the public to walk.

It's also worth noting that neither of our parcels existed when Suttons Bay was originally platted. The land here was created later, waterward of the original shoreline. That's part of why the typical "frontage street" language doesn't really fit our situation.

If we were required to meet the full setback or frontage standards along Dame, it would be pretty impractical given the topography and narrow width. It would also eliminate the opportunity to create a pedestrian route. As you mentioned, the ordinance doesn't really distinguish our parcels from those along St. Joseph Street, even though the context is completely different.

For those reasons, I'd like to make the case that Dame shouldn't be treated as a primary or secondary frontage, and that the setback requirements along that side don't apply. If that's not something you can confirm administratively, we can talk about what the best formal route would be — but I'd like to avoid unnecessary variances if possible.

Next steps

Could you let me know the upcoming Planning Commission meeting dates and submittal deadlines so I can get us on the schedule?

Thanks again,
Scott

From: Scott Jozwiak
Sent: Friday, October 3, 2025 11:37 AM

To: Sara Kopriva <skopriva@bria2.com>
Subject: FW: Suttons Bay-Inland Seas Review

Hi Sara,

Thank you for your review. As you know, this property is something of an outlier within the CB District. The CB zoning was largely written for the quintessential downtown character along St. Joseph Street, where buildings abut sidewalks and provide traditional storefronts. In contrast, 101 E. Dame is one block removed, with steep slopes, open views, and frontage that looks toward the “back-of-house” of St. Joseph Street. Applying the same standards here is challenging and does not always achieve the intent of the ordinance, particularly given Inland Seas’ focus on adaptive reuse.

With that context, here are our responses to your comments:

1. **Use (Table 5-2):** Earlier this year, Steve issued a land use permit for certain activities within the building. It is a mixed-use facility. Ray can provide additional details, but we are confident all uses have been identified as permitted, including retail less than 5,000 sf, a banquet room, and ecotourism. Steve also determined that the Boatworks area functions as an accessory use to Inland Seas.
2. **Front Secondary Street Setback:** The existing building is 12’ from Dame Street at its closest corner. The proposed addition is a replacement stairway. Given the steep grade along Dame, it seems unlikely this ordinance section should apply, as construction in that slope would be impractical and eliminate any potential for a sidewalk.
3. **Parking Setback:** The attached plan shows dimensions from parking to property lines.
4. **Building Frontage:** We will need guidance on how this should be measured. The building is angled and comes to a point, not a broad-faced frontage. If you can indicate where measurements should be taken, we can provide calculations. Alternatively, if you scale the drawings to estimate the frontage percentage, we can confirm or adjust from there. It appears compliance may not be possible regardless of the method, so we would like to discuss potential paths toward resolution.
5. **Window Transparency:** This condition is tied to the fact that most of the street facing façade consists of restrooms, storage and kitchen use that limit the viability of windows. To preserve privacy we propose to use obscure glass in the lower pane. The ordinance language is aimed at providing a “storefront” ambiance; however, this portion of the building—and this side of downtown—does not function as storefront frontage. We believe this approach meets the spirit of the requirement while making the space usable.
6. **Minimum Window Percentage:** Similarly, the intent of this provision is to support active storefronts along pedestrian corridors. On this building face, office use and site conditions limit the ability to provide expansive glazing without creating operational issues. We would like to discuss with the Planning Commission how best to balance the ordinance intent with the functional needs of the building.
7. **Window Dimensions:** Dimensions are being added to the drawings.

We would like to move forward with a full submittal and would appreciate your guidance on the appropriate next steps. The purpose of this preliminary review was to give Village staff an early look at the plans and identify potential shortcomings so we can prepare a complete submission. Where ordinance standards do not align well with this property, we would value your direction on whether these should be addressed through Planning Commission review, administrative interpretation, or, if necessary, another process.

Thanks Sara,
Scott.

From: Sara Kopriva <skopriva@bria2.com>
Sent: Tuesday, September 23, 2025 4:03 PM
To: Scott Jozwiak <scott@jozwiakconsulting.com>
Cc: fsitkins@schoolship.org; ray@env-arch.com
Subject: RE: Suttons Bay-Inland Seas Review

Hi Scott,

I reviewed the plans for Inland Seas latest submission at 101 E Dame St. There are a couple of items I either don't have enough information or do not meet the ordinance requirements. These items are in Article 5 of the zoning ordinance. While I realize that this is an existing structure, it does appear to be non-conforming in some ordinance requirements that will get triggered with the change of use and addition.

1. Clarification on the use- What use in table 5-2 are you looking for?
2. Front Secondary Street is 0 ft min, 5 ft max. The addition does not meet this requirement.
3. Parking setback- no dimension from parking to streets
4. Building frontage minimum %- calculation is not provided, cannot determine compliance with this section
5. Window Transparency - The note regarding obscured panel with backlight, does not meet the requirement
6. Minimum amount of windows- additional details and calculations needed
7. Window design- dimensions required

Revised plans can be sent to me and hard copies dropped at the Village Offices. Let me know if you have any questions,

Sara Kopriva, AICP
Partner

Beckett&Raeder, Inc.

Making Great Places for over 55 Years

148 E. Front St., Suite 207
Traverse City, MI 49684

Office: 231.933.8400
Direct Line: 231.674.5377

Ann Arbor, MI 734.663.2622
Grand Rapids, MI 616.585.1295
Petoskey, MI 231.347.2523
Toledo, OH 419.242.3428

Please visit us at www.bria2.com

From: Sara Kopriva
Sent: Monday, September 22, 2025 2:39 PM

To: Scott Jozwiak <scott@jozwiakconsulting.com>
Cc: fsitkins@schoolship.org; ray@env-arch.com
Subject: RE: Suttons Bay-Inland Seas Review

Hi Scott,

Thanks for your email. Almost wrapped up and will send over a report later today. Thank you for your patience. I didn't realize this was time sensitive until I talked with Ray about it Thursday night.

Sara Kopriva, AICP
Partner

Beckett&Raeder, Inc.

Making Great Places for over 55 Years

148 E. Front St., Suite 207
Traverse City, MI 49684

Office: 231.933.8400
Direct Line: 231.674.5377

Ann Arbor, MI 734.663.2622
Grand Rapids, MI 616.585.1295
Petoskey, MI 231.347.2523
Toledo, OH 419.242.3428

Please visit us at www.bria2.com

From: Scott Jozwiak <scott@jozwiakconsulting.com>
Sent: Monday, September 22, 2025 1:55 PM
To: Sara Kopriva <skopriva@bria2.com>
Cc: fsitkins@schoolship.org; ray@env-arch.com
Subject: RE: Suttons Bay-Inland Seas Review

Hi Sara,
Just trying to get a handle on where this is at so that we can get input and keep going.

Let us know.

Scott.

From: Scott Jozwiak
Sent: Wednesday, September 17, 2025 7:27 AM
To: 'Sara Kopriva' <skopriva@bria2.com>
Subject: RE: Suttons Bay-Inland Seas Review

Hi Sara,

Just looking for an update.

Thanks,
Scott.

From: Sara Kopriva <skopriva@bria2.com>
Sent: Wednesday, September 10, 2025 9:27 AM

To: Scott Jozwiak <scott@jozwiakconsulting.com>

Subject: RE: Suttons Bay-Inland Seas Review

Hi Scott,

I'm planning to have it done by the end of the week. I'll let you know if I have any questions,

Sara Kopriva, AICP

Partner

Beckett&Raeder, Inc.

Making Great Places for over 55 Years

148 E. Front St., Suite 207

Traverse City, MI 49684

Office: 231.933.8400

Direct Line: 231.674.5377

Ann Arbor, MI 734.663.2622

Grand Rapids, MI 616.585.1295

Petoskey, MI 231.347.2523

Toledo, OH 419.242.3428

Please visit us at www.bria2.com

From: Scott Jozwiak <scott@jozwiakconsulting.com>

Sent: Monday, September 8, 2025 10:18 AM

To: Sara Kopriva <skopriva@bria2.com>

Subject: Suttons Bay-Inland Seas Review

Hi Sara,

Hope all is well. Haven't crossed paths in a bit.

I am checking on the status of your review of the latest Inland Seas packet that we submitted to the Village. Rob indicated it is in your hands and suggested we communicate with you directly regarding the status of that and to make myself available for any discussions to help streamline your review of our preliminary plans.

Can you let me know when you expect to have your review complete?

Thanks Sara,

Scott.

Scott Jozwiak, PE

Jozwiak Consulting

p 231.218.1201

PO Box 5342, Traverse City, MI 49696

13300 S W. Bayshore Dr., Traverse City, MI 49684

scott@jozwiakconsulting.com | www.jozwiakconsulting.com



po box 5342 | traverse city, mi 49696 | (231) 218-1201 | www.jozwiakconsulting.com

October 24, 2025

Village of Suttons Bay
Attn: Sara Kopriva, Village Planner
420 N. Front Street
Suttons Bay, MI 49682

**RE: Site Plan Review Submittal
Inland Seas Education Association Campus Expansion (100 & 101 E. Dame Street)**

Dear Sara:

On behalf of Inland Seas Education Association (ISEA), we are pleased to submit materials for formal site plan review of proposed improvements encompassing 100 E. Dame Street (existing campus) and 101 E. Dame Street (Millside property). The submittal package includes the site plan drawings prepared by Jozwiak Consulting, architectural drawings prepared by Environment Architects, and a completed Site Plan Review Application.

Project Overview

The proposed projects represent a cohesive plan to unify ISEA's Suttons Bay holdings into a sustainable, accessible, and educational waterfront campus that supports ISEA's long-standing mission of promoting Great Lakes stewardship through hands-on learning. The improvements will enhance instructional capacity, reduce environmental impacts, and create meaningful public connections between the downtown area and the waterfront.

101 E. Dame Street – Millside Building Renovation and Site Rehabilitation

The Millside property includes a 5,800-square-foot building and an asphalt parking area of approximately 26,000 square feet. ISEA acquired this previously underutilized parcel to provide space for complementary programming and operational support. Earlier this year, the lower level was renovated under Village permit to establish a boat works area and a lease space for a local bike rental business.

The next phase of work proposes a full building renovation and modernization to include:

- Removal of an 800-square-foot section of the southeast corner and replacement with a 341-square-foot addition.
- Installation of ADA-compliant access ramps and a redesigned front entry plaza.
- Facade improvements designed by Environment Architects to reflect the coastal character of the Village.
- Interior reconfiguration for multi-purpose educational and event space, classrooms, and a maintenance and training area to support vessel operations and volunteer engagement.

Site and stormwater improvements include:

- Reduction of asphalt coverage from 26,000 to approximately 16,000 square feet.
- Creation of a 3,000-square-foot pervious paver plaza for outdoor events and flexible educational use.
- Installation of curb-and-gutter and engineered stormwater conveyance systems where none currently exist, eliminating uncontrolled runoff into the adjacent wetland.
- Replacement of pavement within the 25-foot wetland setback in the same general footprint, with no additional encroachment and with significant water-quality enhancement through treatment prior to discharge.

100 E. Dame Street – Existing Campus Improvements

At ISEA's main campus across Dame Street, the project includes construction of a new multi-purpose education building to expand classroom capacity and provide space for group instruction, seminars, and exhibits. The building's placement overlaps an existing Village storm sewer easement.

ISEA proposes to relocate the existing storm sewer at its own expense, rerouting the pipe around the new building footprint. The revised easement will document this new alignment. The relocated discharge point will terminate into a wetland area on ISEA's south parcel, allowing additional natural treatment and detention before reaching Suttons Bay.

Environmental and Educational Value

These coordinated improvements will greatly enhance the function and sustainability of the ISEA campus. The project integrates mass timber construction, solar power, and rainwater reuse systems to reduce energy demand. Native landscaping will support pollinator habitat and improve infiltration. Pedestrian connections and interpretive trails will introduce visitors to the Great Lakes food web and local ecology.

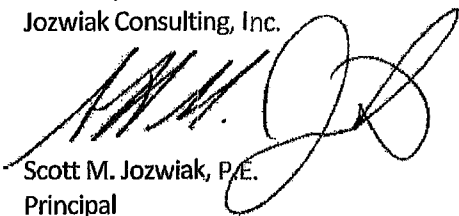
Together, the 100 and 101 E. Dame Street projects will:

- Redevelop an underutilized parcel into an active educational and community facility.
- Reduce impervious area and improve stormwater quality prior to wetland and bay discharge.
- Preserve the small-village character of Suttons Bay while expanding its role as a regional hub for freshwater education and stewardship.

Closing

These plans are the product of close collaboration among Inland Seas, Environment Architects, and Jozwiak Consulting, with thoughtful consideration of Village ordinances, environmental resources, and community values. Please advise if any additional information is required to complete the review. We look forward to working with you and Village staff throughout the process to bring this important community investment to fruition.

Sincerely,
Jozwiak Consulting, Inc.

A handwritten signature in black ink, appearing to read 'S.M. Jozwiak', with a large, stylized flourish extending from the end of the signature.

Scott M. Jozwiak, P.E.
Principal



420 N Front St., PO Box 395
Suttons Bay, Michigan 49682

Phone (231) 271-3051
Zoning@suttonsbayvillage.org

Office of
Planning & Zoning

APPLICATION FOR SPECIAL LAND USE AND SITE PLAN REVIEW

(As Amended 7/23/2021)

(For office use only)

File No. SLU- / SPR- Fee Paid \$ _____ Escrow Paid \$ _____
Check # _____ Check # _____

Section 1. Applicant Information

Applicant/Authorized Agent's Name Inland Seas Education Association, Fred Sitkins, Director

Address 100 E. Dame St Phone No. ((231))271-3077

Nature of Applicant's Relationship to Property: Director

Applicant/Authorized Agent's Signature

I hereby depose and say, under the penalties of perjury, that all of the statements and/or information contained herein or submitted with this application are true.

Fred Sitkins
Signature

10-23-25
Date



Owner's Name Inland Seas Education Association

Address 100 E. Dame St Phone No. ((231))271-3077

Owner's Signature (application cannot be processed without owner's signature)

I hereby depose and say, under the penalties of perjury, that all of the statements and/or information contained herein or submitted with this application are true.

Fred Sitkins
Signature

10-23-25
Date



Designer's Name Scott Jozwiak, Jozwiak Consulting

Address _____ Phone No. (231) 218-1201

Section 2. Property Information

Property Identification Numbers (PIN), list all parcels affected: _____

100 E. Dame (043-767-002-00) / 101 E. Dame (043-767-002-20) / unaddressed (043-828-067-30)

Legal Description, if any new property divisions are proposed (may be attached): _____

See attached survey

Address of subject parcel 100 and 101 E. Dame. Third parcel does not have an address assigned

Existing Use(s) 100 E. Dame - Institutional 101 E. Dame - Office and Retail, Third parcel, vacant

Zoning District CB Area of Property

2.9 ■ Acres ☐ Sq. feet

For properties of less than one acre, use square feet.

RECEIVED
10/24/25 SP

PAID
#1000

Ch#2192 10/24/25 SP

Section 3. Special Land Use Information

Project Description. Attach a written description of your proposed project. For residential projects, indicate the number of dwelling units, broken down by occupancy type (rental or owner occupied), target market segment (i.e., "singles, young families, empty-nesters, elderly, etc.") anticipated rent or sale-price range, and the number of bedrooms. Describe any state or federal rental or purchase assistance program that may apply to your project. For all projects describe on-site amenities to be offered; any phasing planned for the development and the proposed development timetable. Indicate any county, state or federal licenses or permits or approvals that will be required and the status of each. Explain perpetual maintenance arrangements for open spaces.

Estimated Beginning Date 4/1/26 / / Estimated Date of Completion 4/1/27 / /

Site Plan Attached. Note, all special land uses require site plan approval prior to construction and the Village of Suttons Bay requires simultaneous processing to assure complete disclosure and expeditious processing.

Describe in detail the expected effect of the Special Land Use on the following. Attach additional sheets, as needed. Please respond to each item, unless it is waived by the Zoning Administrator. Provide quantified information where it is available.

Emergency service requirements (discuss police and fire protection needs of the project) _____

Schools (discuss number of families with children expected) _____

Storm water systems (discuss extent of impervious surface, detention/retention plan) _____

Automobile and truck circulation patterns (discuss access/egress, drives, parking and on-site circulation) _____

Local traffic volumes (discuss daily trip generation and peak hour demands) _____

Additional material necessary to consider the impact of the project upon adjacent properties and the general public as required by the Village of Suttons Bay.

Check if Attached Section No.

Description

Section 4. Site Plan Check List

Attach to this application ten (10) copies of the proposed site plan. Use this section to check that your site plan includes all required elements. At a minimum, the site plan shall include:

- ☒ A scaled drawing of the site and the proposed development including the date prepared and the date of the latest revision (if any) and the name and address of the preparer.
- ☒ Property parcel number(s) (from the Assessment Roll of the Village).
- ☒ Topography of the site and its relationship to adjoining land. Show existing and proposed contours at not more than two (2) foot intervals and show all adjoining structures within 100' of the property line.
- ☒ Itemization of existing man-made features.
- ☒ Dimensions of setbacks.
- ☒ Locations, heights and sizes of structures and other important features. Provide exterior elevations of major buildings or "typical" buildings in multiple building projects. Indicate exterior finish materials.
- ☒ Percentage of land covered by buildings and percentage reserved for open space.
- ☐ Dwelling unit density, where pertinent.
- ☒ Location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.
- ☒ Curb-cuts, driving lanes, parking and loading areas. For mixed-use, commercial, institutional or industrial developments, provide your parking detail and calculations.
- ☒ Location and type of drainage, sanitary sewers, storm sewers, watermain or wells, and all underground or overhead utility lines.
- ☐ Location and nature of fences, landscaping and screening.
- ☒ Proposed earth changes.
- ☐ Signs and on-site illumination. Provide lighting detail and include elevations of proposed signs.
- ☐ Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be requested by the Planner or the Planning Commission.
- ☒ The site plan shall include a written landscape plan prepared in accord with Section 11 of the Zoning Ordinance.

Section 5. Additional Information

If applicable, provide the following further information:

	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
<i>A. Sanitary Sewer Service</i>			
1. Does project require extension of public sewer line?	☐	☒	☐
If yes, has a Utility Agreement been prepared?	☐	☐	☐
2. Will a community wastewater system be installed?	☐	☐	☒
If yes, has a Utility Agreement been prepared?	☐	☐	☐
If yes, provide construction plans and specifications.			
3. Will on-site disposal be used?	☐	☒	☐
If yes, is it depicted on plan?	☐	☐	☐
<i>B. Water Service</i>			
1. Does project require extension of public water main?	☐	☒	☐
If yes, has a Utility Agreement been prepared?	☐	☐	☐
2. Will a community water supply be installed?	☐	☒	☐
If yes, has a Utility Agreement been prepared?	☐	☐	☐
If yes, provide construction plans and specifications.			
<i>C. Public utility easements required?</i>	☐	☒	☐
If yes, show on plan.			
<i>D. Site Drainage</i>			
1. County drain usage approved by County Drain Commissioner?	☐	☐	☐
If so, attach approval letter.			
If no, are alternate measures shown?			
To be submitted to Drain Commission			
Note: Alternate measures must be designed and sealed by a registered Engineer.			
<i>E. Roads and Circulation</i>			
1. Are interior public streets proposed?	☐	☒	☐
If yes, has Village and MDOT approved (attach letter)?	☐	☐	☐
2. Will public streets connect to adjoining properties or future streets?	☐	☒	☐
3. Are private roads or interior drives proposed?	☐	☒	☐
4. Will private drives connect to adjoining properties service roads?	☐	☒	☐
5. Has the Village or MDOT approved curb cuts?	☒	☐	☐
If yes, attach approved permit.			
	Reuse of existing		

Section 6. Special Land Use Review Standards

Indicate how your proposed special land use will respond to each of the following Special Use Permit Conditions as outlined in Section 13 of the Village of Suttons Bay Zoning Ordinance. Note that the Planning Commission must review each special land use condition in light of these standards and any specific review standards provided in Section 14 of the Zoning Ordinance. Your responses to the following items will help the Planning Commission to reach a decision. Attach additional sheets, if necessary.

A Special Land Use shall...

1. Be in accordance with the general objectives, intent and proposed of the zoning ordinance.

2. Be in accordance with goals and objectives of the Master Plan.

3. Be designed, constructed, operated and in harmony with the existing or intended character of the general vicinity and will not change the essential character of the area in which it is proposed.

4. Be hazardous or disturbing to existing or future uses in the same general vicinity and in the community as a whole.

5. Be adequately served by essential infrastructure, such as highways, roads, stormwater drainage, refuse disposal, water and sewage facilities.

6. Not create excessive additional requirements at public cost for infrastructure and will not be detrimental to the economic welfare of the community.

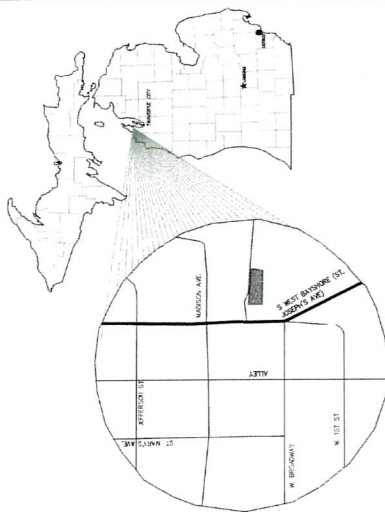
7. Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to persons, property or general welfare by reason of excessive production of traffic, noise, vibration, smoke, fumes, glare or odors.

8. Ensure that the environment shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and by topographic modifications that result in maximum harmony with adjacent areas.

9. Not impede the normal and orderly development and improvement of surrounding property for uses permitted in the zoning district.

10. Complies with the general and specific standards of this ordinance, the respective area, and general provisions of this ordinance.

Approval. If the Planning commission finds that all standards have been met, the permit shall be issued.

[illegible]

PROJECT LOCATION MAP

043-767-002-20
0.93 ACRES
LOCATED IN THE ALLIAGE OF SECTIONS BAY, COUNTY OF ILLIANA, STATE OF MICHIGAN, IS
PART OF GOVERNMENT LOT 2, SUBDIVISION 2, COMMENCING AT THE WEST 1/4 CORNER
THENCE NORTH 10°55'00" EAST, 180.10 FEET TO THE POINT OF
THENCE EAST, 1320.41 FEET, THENCE NORTH 10°55'00" EAST, 180.10 FEET TO THE POINT OF
THE ILLIANA TRAIL, THENCE NORTH 10°55'00" EAST, 180.10 FEET TO THE POINT OF
RIGHT-OF-WAY, 214.50 FEET, THENCE SOUTH 89°30'00" EAST, 700.00 FEET, BEARING SOUTH
10°45'00" NORTH, 140.00 FEET, TO THE POINT OF BEGINNING, BEING PART OF SECTION 29,
TOWNSHIP 36 NORTH, RANGE 11, WEST

[illegible]

CAMPUS EXPANSION PROJECT
INLAND SEAS EDUCATION CENTER
CLIENT
INLAND SEAS EDUCATION ASSOC.
PO BOX 218
SUTTONS BAY, MI 49682

2016-158

GENERAL
PLAN
INFORMATION

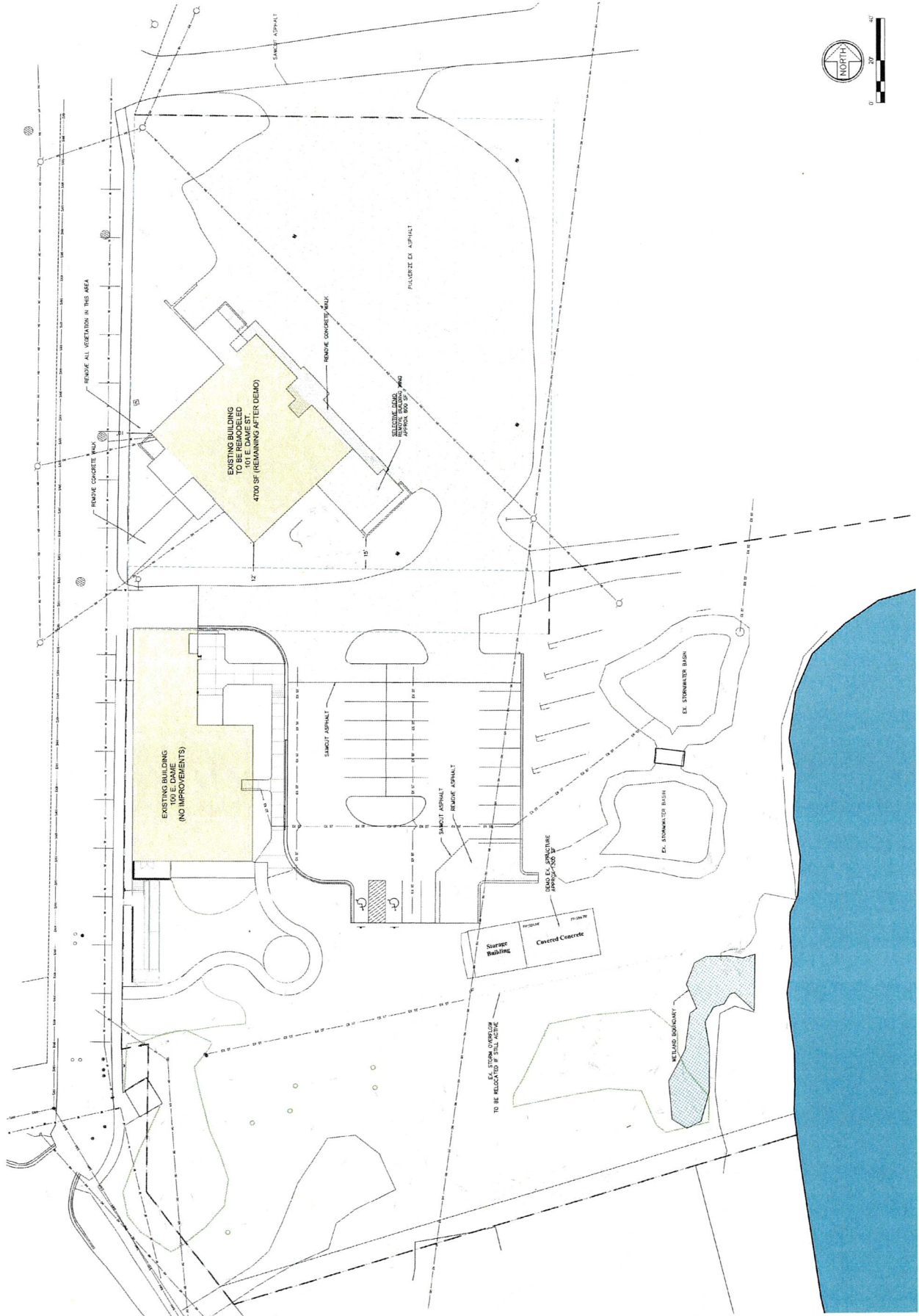
C100

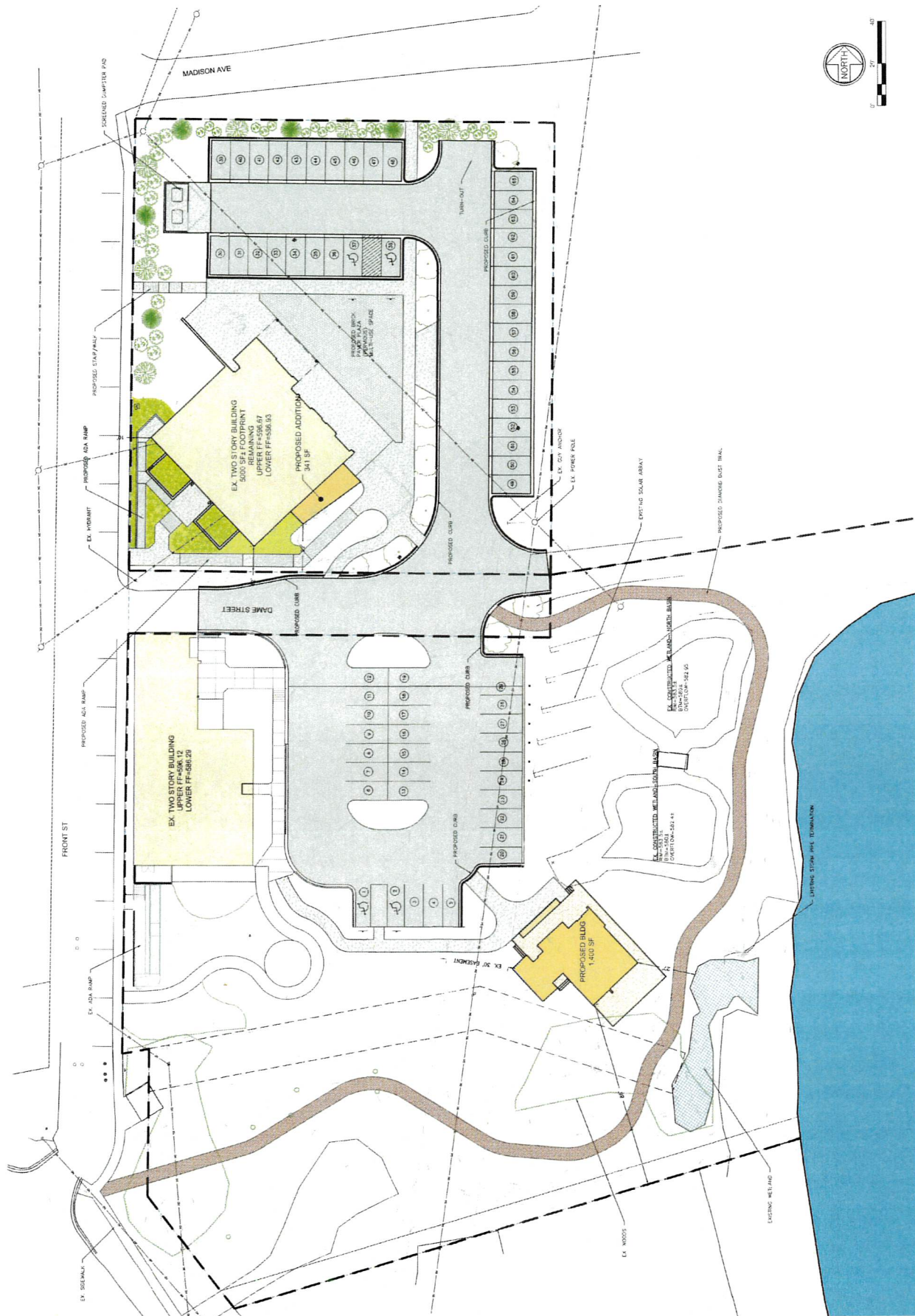
SHEET INDEX

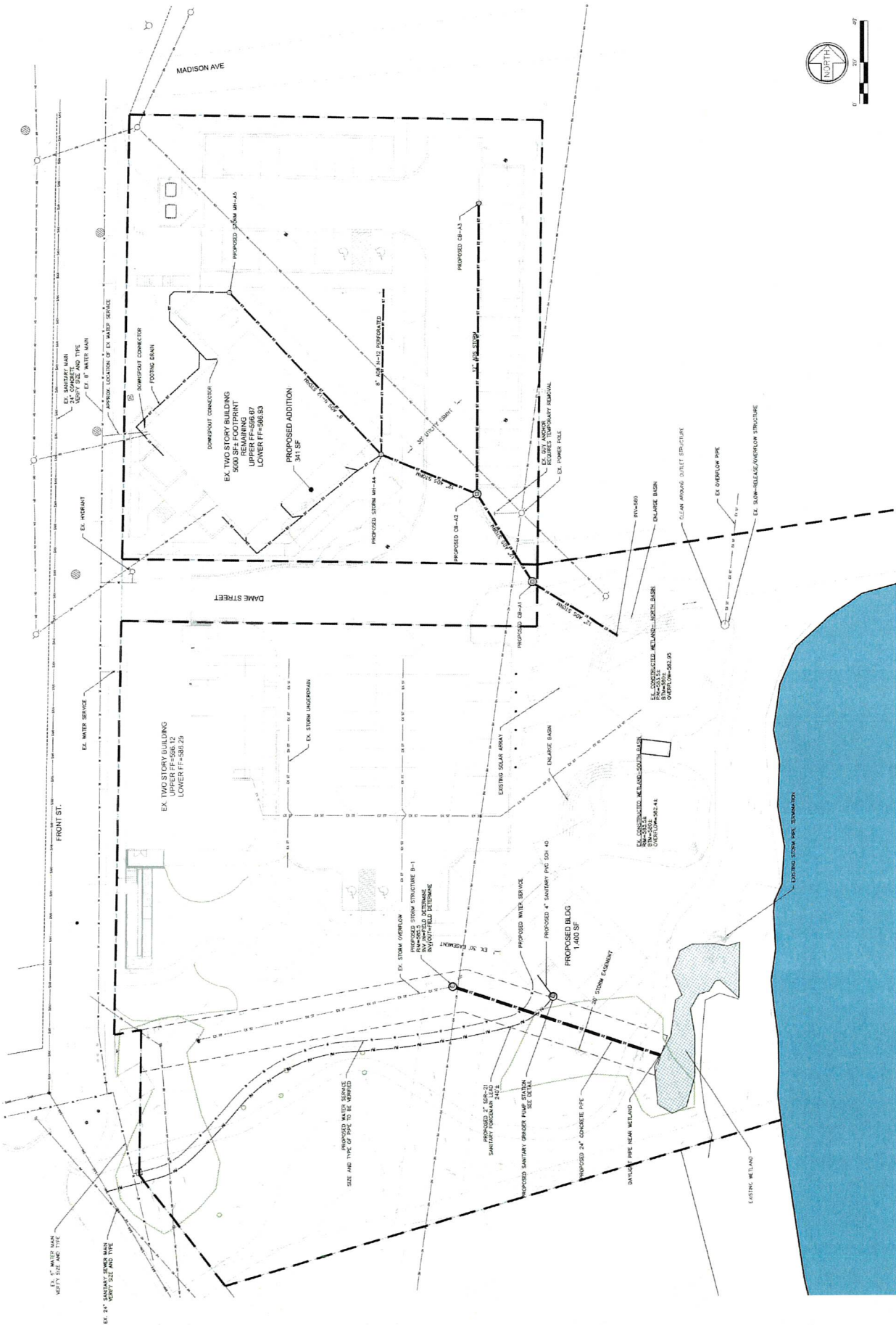
LEGAL DESCRIPTIONS

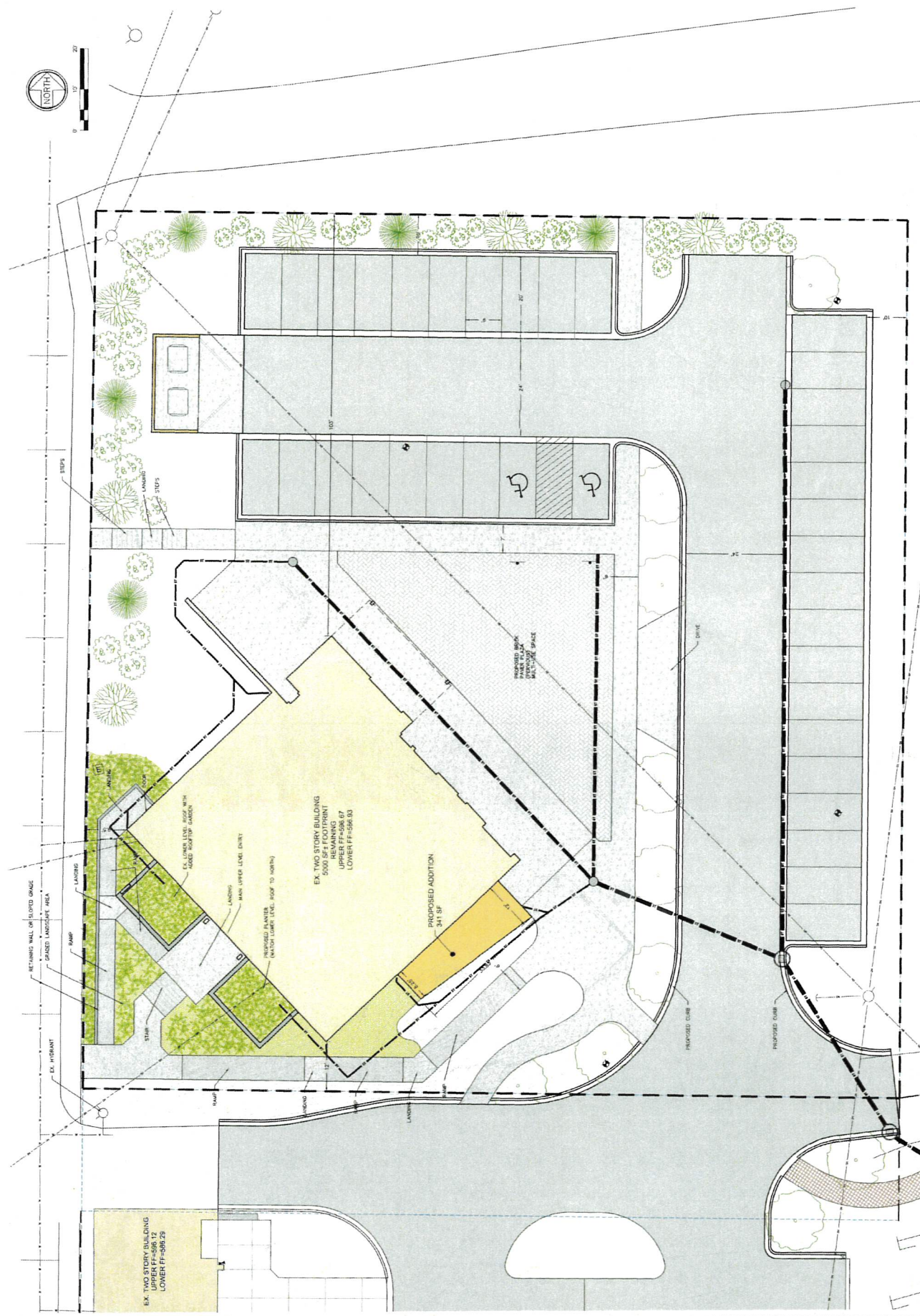
[illegible]

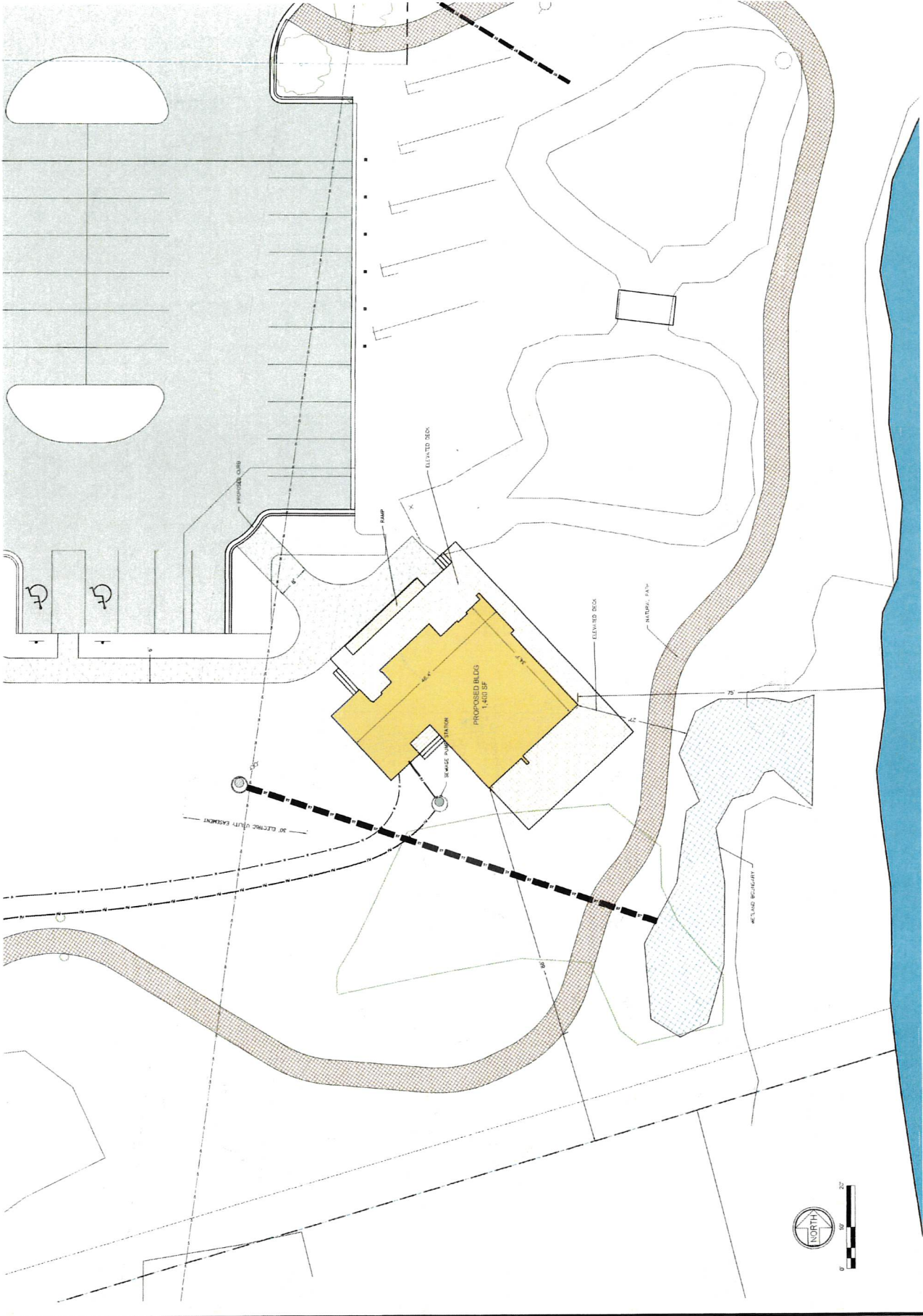
0-3-828-067-30
0.70 ACRES

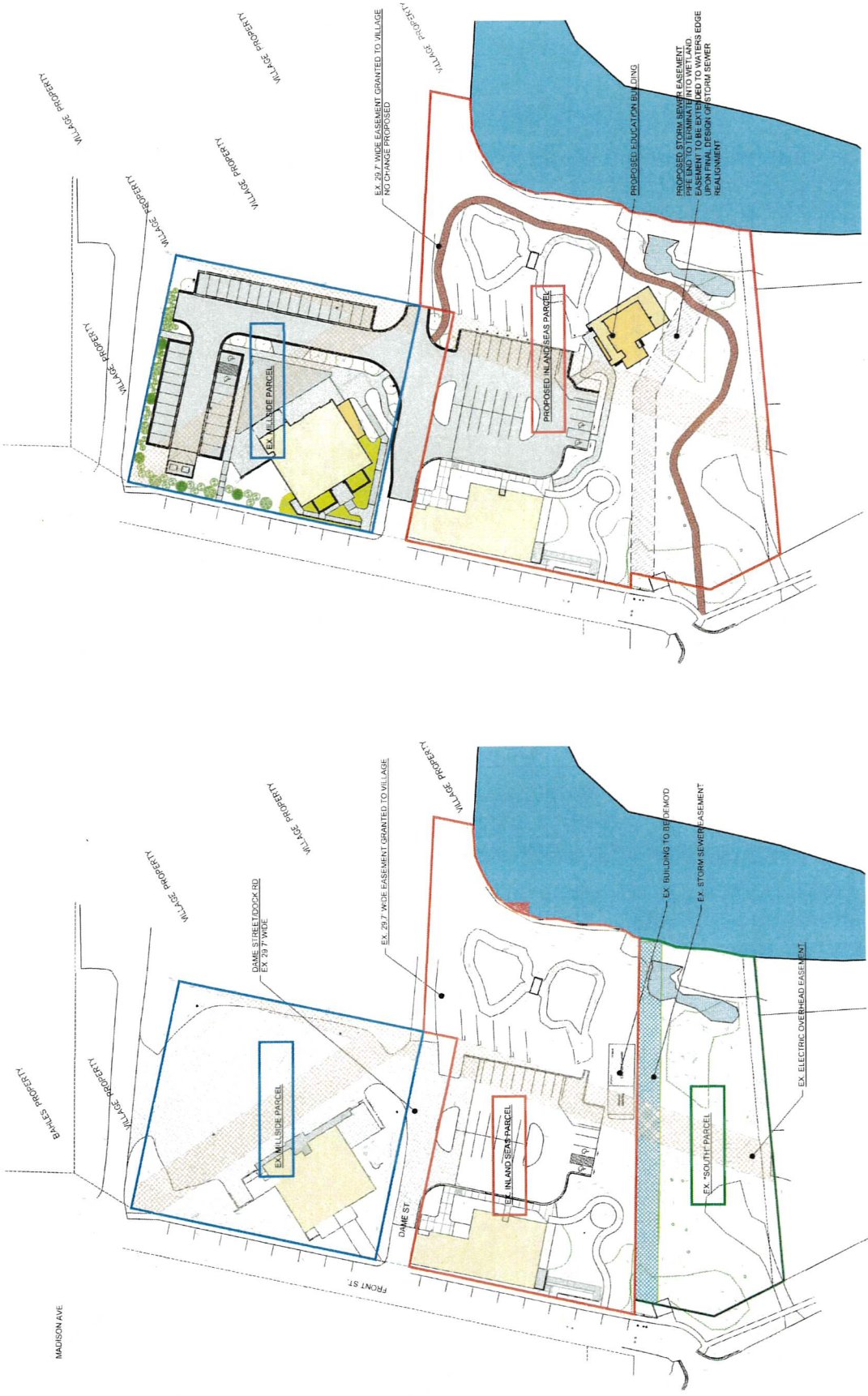




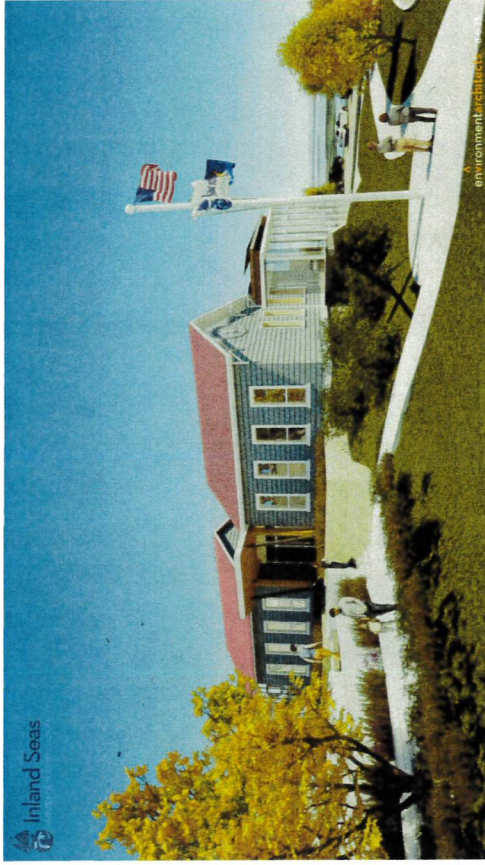








PROJECT: CAMPUS EXPANSION PROJECT
 CLIENT: INLAND SEAS EDUCATION ASSOC.
 100 E. DAME STREET
 VILLAGE OF SUTTONS BAY
 LEECLAMAU COUNTY, MI
 2016-158
 SURVEY INFORMATION
 2016-158
 SURVEY INFORMATION
 C704



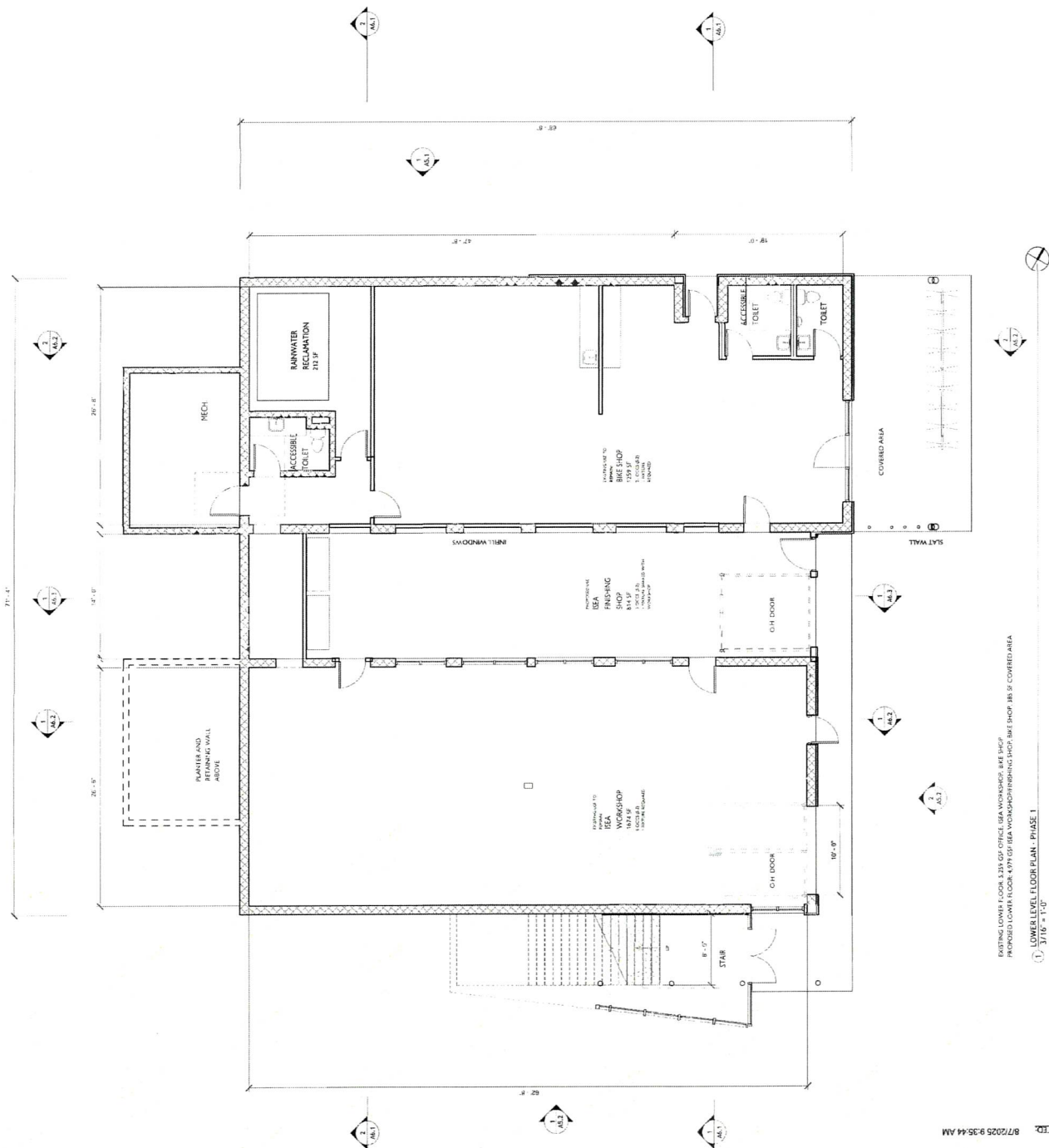
*RENDERINGS FOR BUILDING REFERENCE ONLY.
SEE CIVIL DWGS FOR PROPOSED SITE PLAN

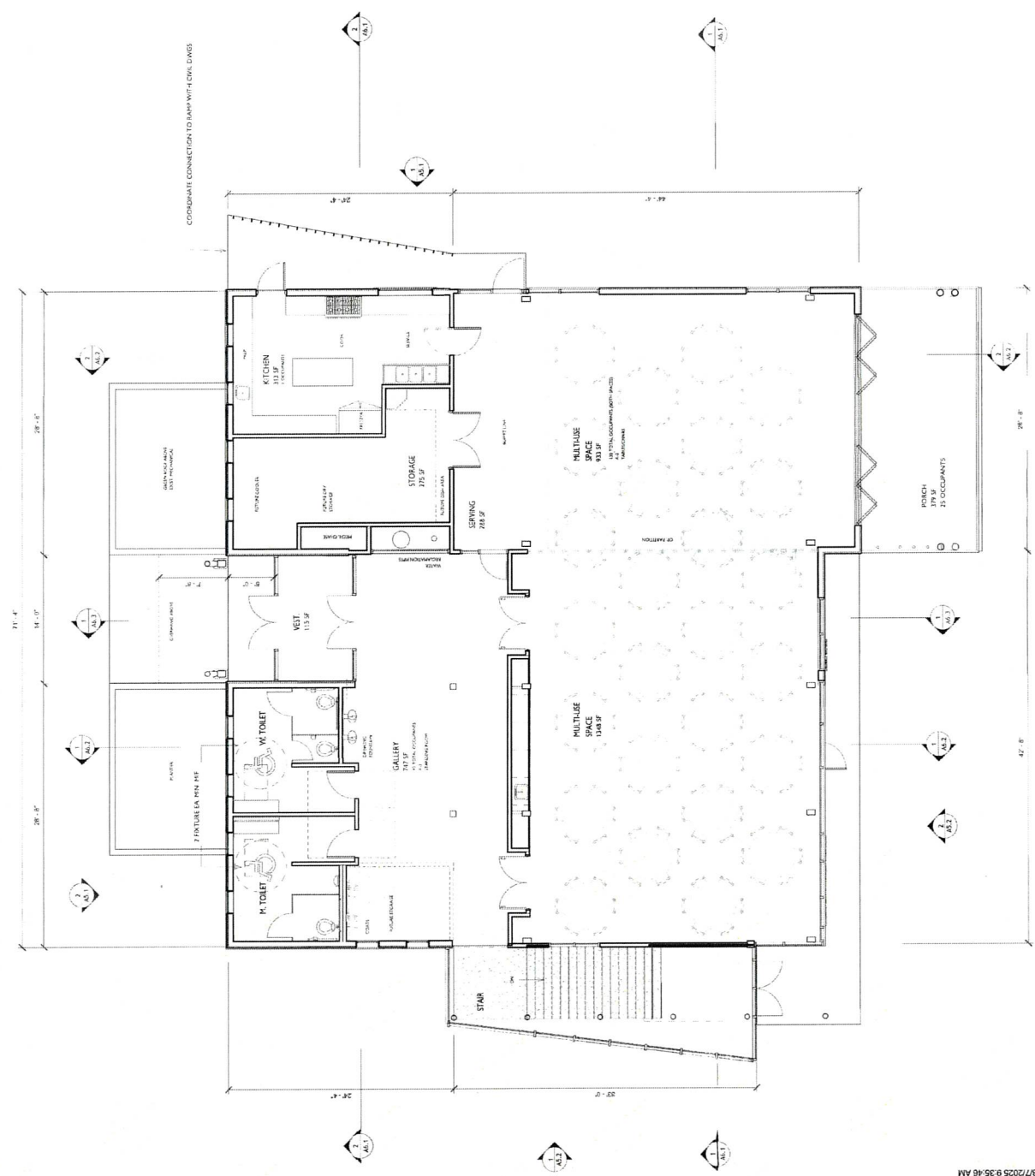


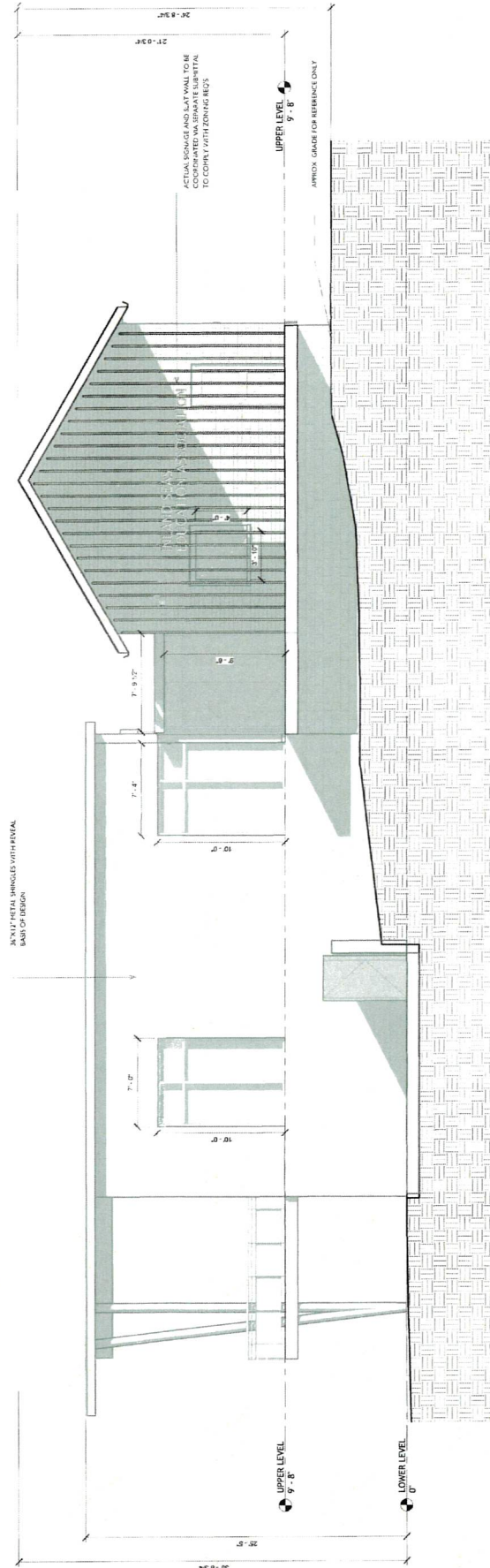
*RENDERINGS FOR BUILDING REFERENCE ONLY.
SEE CIVIL DWGS FOR PROPOSED SITE PLAN



*RENDERINGS FOR BUILDING REFERENCE ONLY.
SEE CIVIL DWGS FOR PROPOSED SITE PLAN



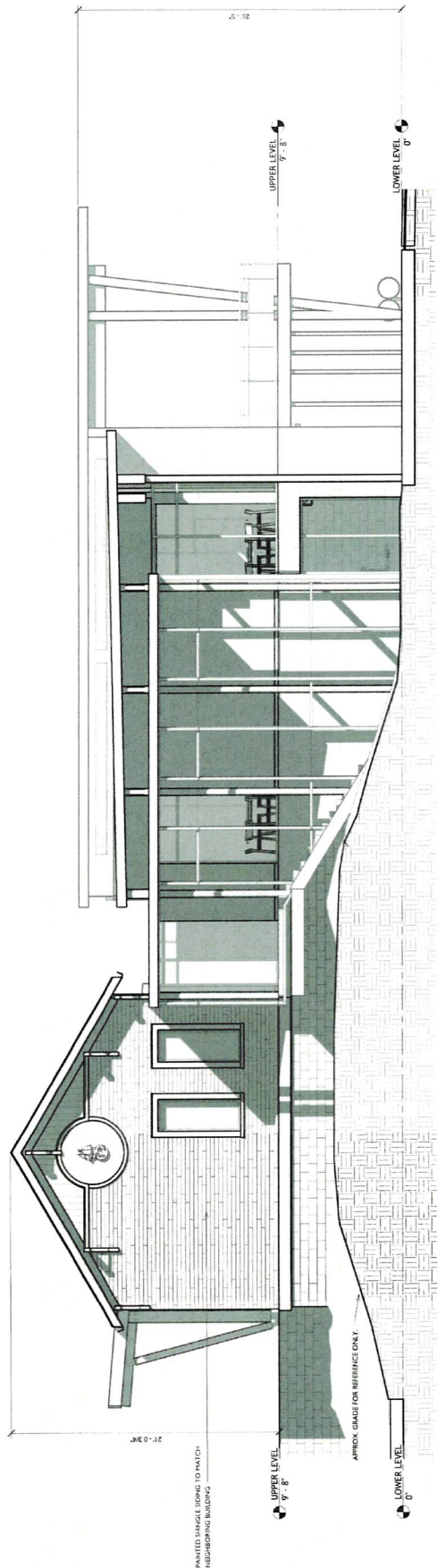




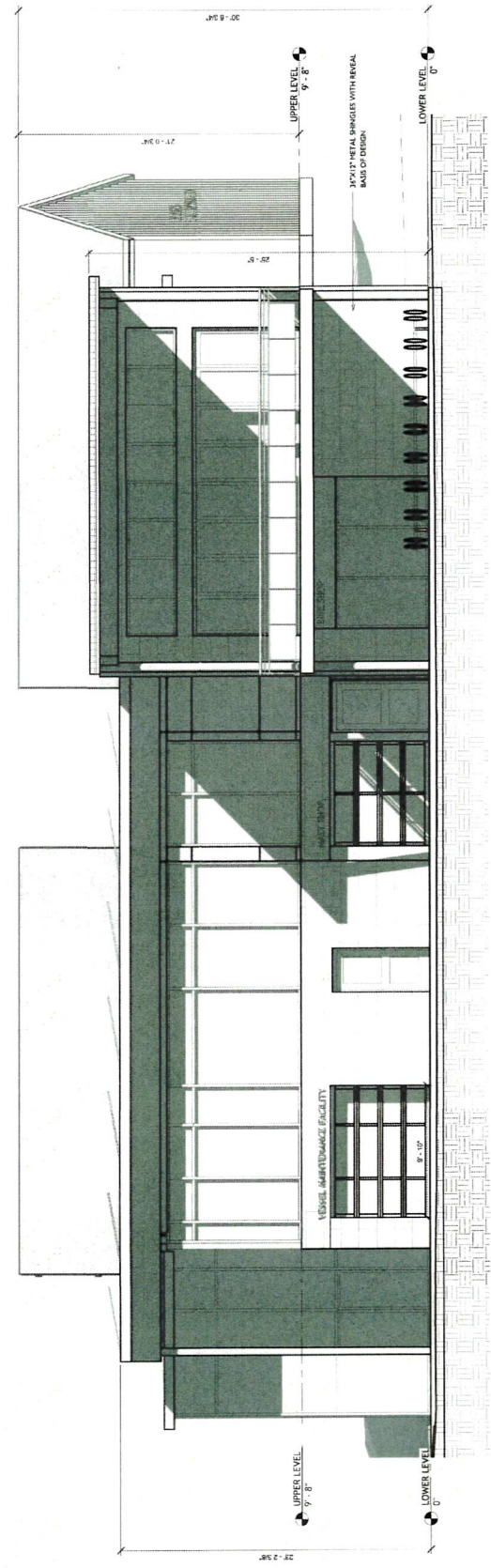
1 NORTH ELEVATION
1/4" = 1'-0"



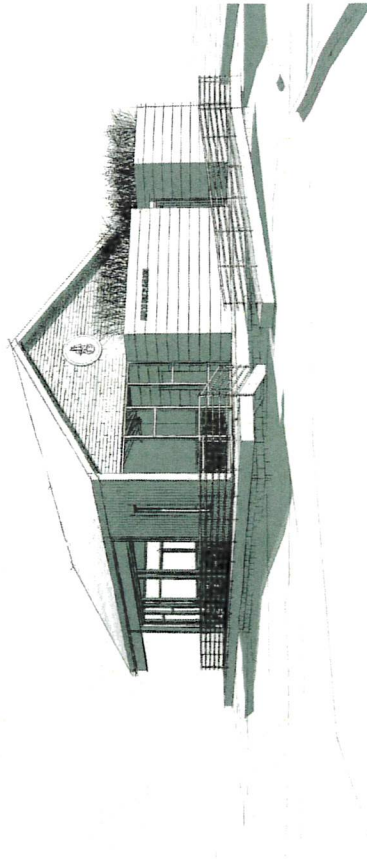
2 WEST ELEVATION
1/4" = 1'-0"



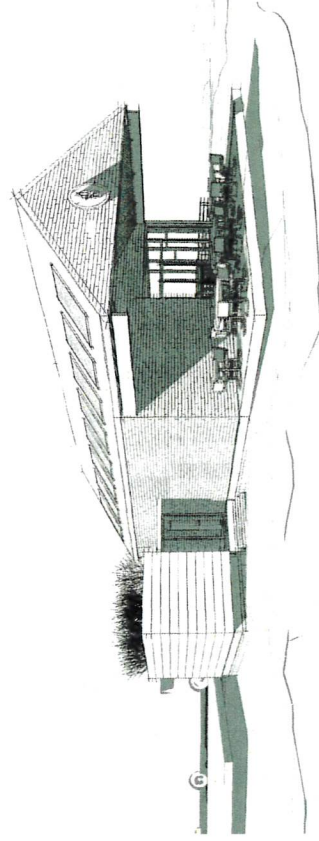
1 SOUTH ELEVATION
1/4" = 1'-0"



2 EAST ELEVATION
1/4" = 1'-0"



1 PERSPECTIVE - WEST



2 PERSPECTIVE - SOUTH

*APPROXIMATE CONTEXT FOR REFERENCE ONLY
SEE CIVIL DWGS.

SITE APPROVAL PACKAGE (NOT FOR CONSTRUCTION)

ISEA, MULTI USE BUILDING

Project Number:

Project Number

Project Address

ARCHITECTURAL FLOOR PLAN

A3.1

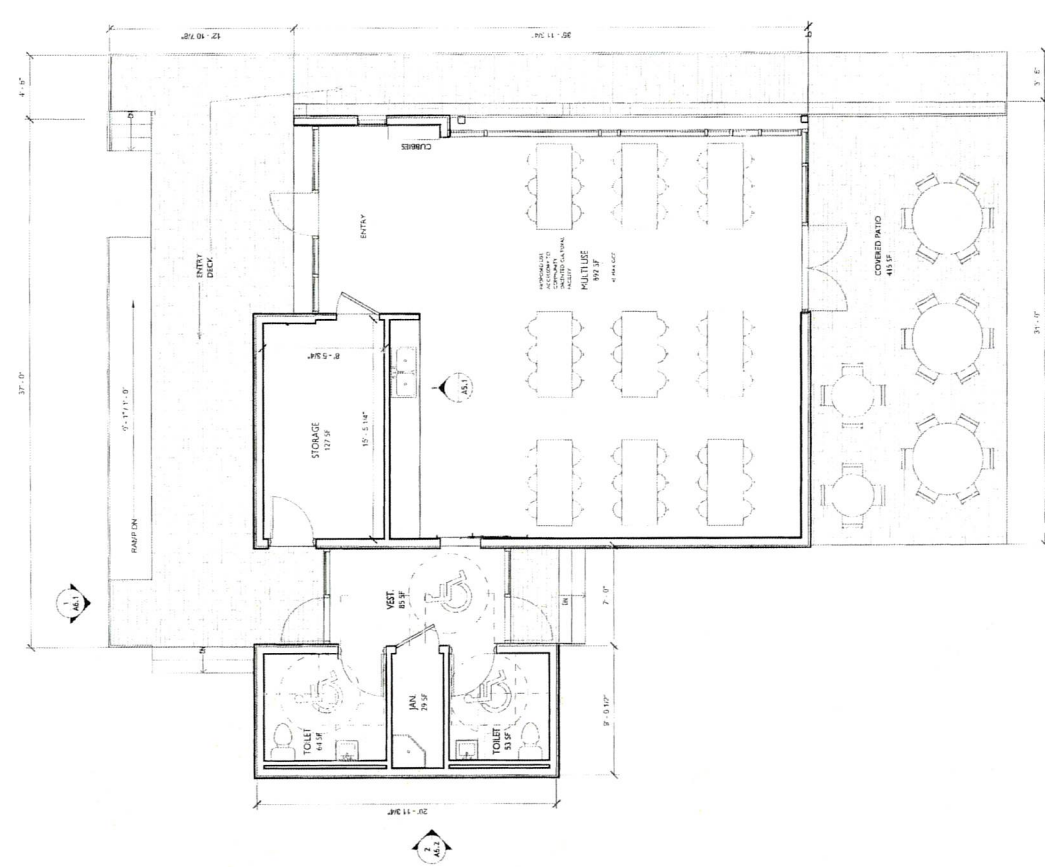
CALL 231.748.1234

1000 UNIVERSITY AVENUE, SUITE 100

ANN ARBOR, MI 48106

ENVARCH.COM

environmentarchitects



1. ARCHITECTURAL FLOOR PLAN

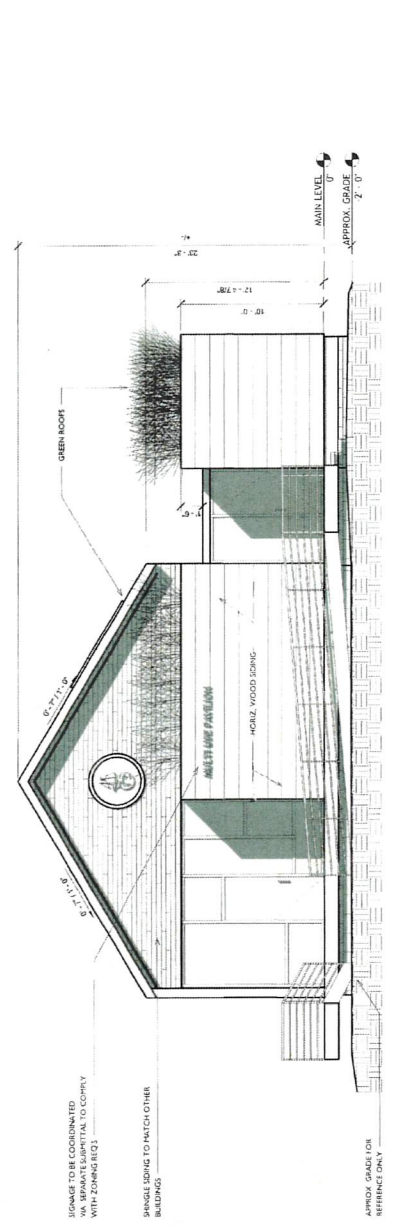
1/4" = 1'-0"

ISSUES

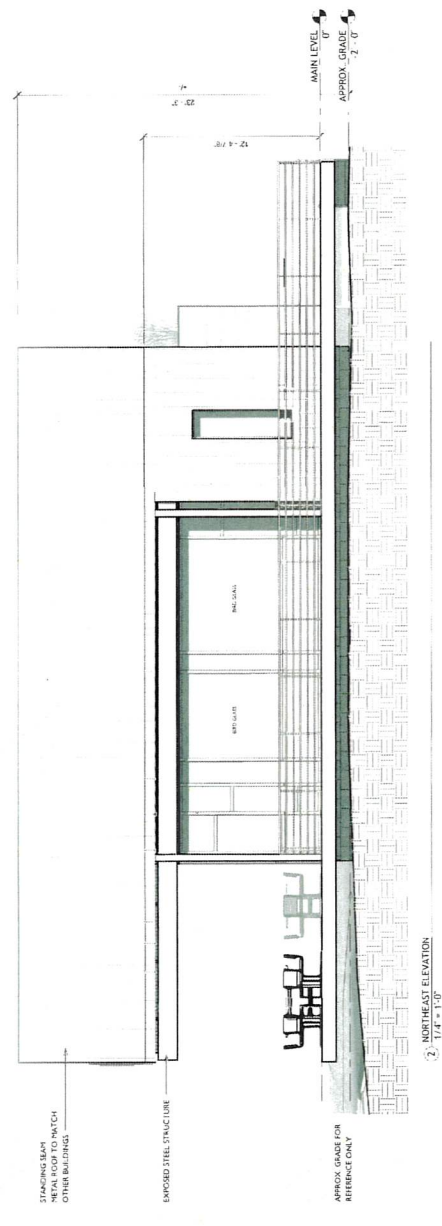
ISSUE DATE

SITE APPROVAL
PACKAGE

8/19/2025



1 NORTHWEST ELEVATION
1/4" = 1'-0"



2 NORTHEAST ELEVATION
1/4" = 1'-0"

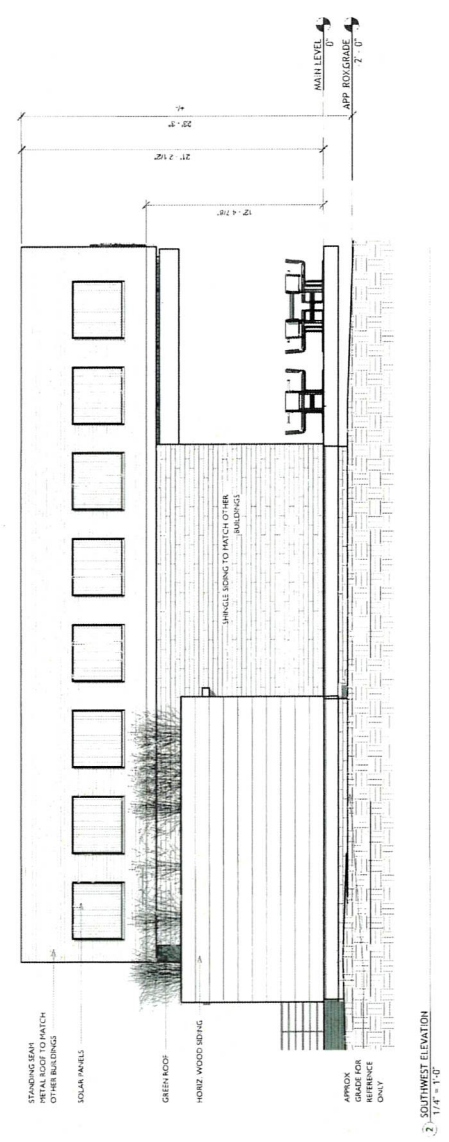
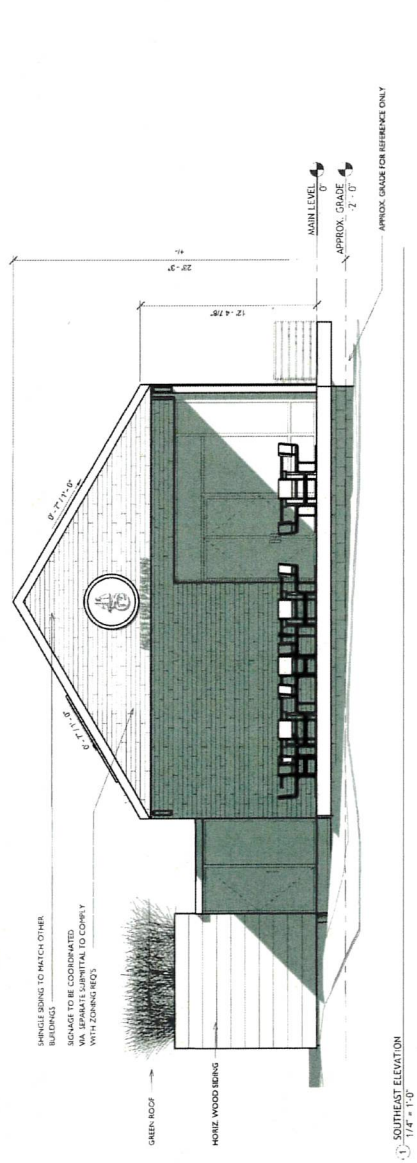
SITE APPROVAL
FOR
PACKAGE (NOT
CONSTRUCTION)

ISEA MULTI USE
BUILDING
Project Number:
Project Number
Project Address

environmentarchitects

EXTERIOR
ELEVATIONS

A6.1



SITE APPROVAL PACKAGE (NOT FOR CONSTRUCTION)

ISEA MULTI USE BUILDING

Project Number:

Project Number

Project Address

environmentarchitects

EXTERIOR ELEVATIONS

A6.2

CALL 311 FOR 1234

1234 5678 9012

TRAVELER CITY, NY 10004

ENVARCHT.COM

Date: 11.12.2025
From: Sara Kopriva, AICP
To: Village of Suttons Bay Planning Commission
Project: Electric Vehicle Charging Stations Zoning Amendment

 initiative

At the October meeting the Planning Commission discussed Electric Vehicle Charging Stations. Changes requested were to allow but not require them, ensure that they are accessory uses, and not require a permit for residential purposes. Below is an Ordinance to amend the Village of Suttons Bay Zoning Ordinance to enact standards and requirements for electric vehicle charging stations. The following language is being added to the Zoning Ordinance.

THE VILLAGE OF SUTTONS BAY HEREBY ORDAINS

Section 1. Amendment of Article 2 is hereby amended as follows:

Article 2-3 Accessory Buildings:

Add:

- C. EVSE Stations. EVSE stations are an allowed accessory use for all principal land uses and shall not require a permit for residential uses. Any EVSE spaces installed voluntarily as accessory uses shall comply with the standards of Section 10-10.

Section 2. Amendment of Article 10

Article 10: Off-Street Parking and Loading is hereby amended as follows:

Section 10-10 Electric Vehicle Charging Stations

- A. **Applicability.** The requirements of this section apply to the installation of EVSE within the Village.
- B. **Design and Location.**
1. EVSE equipment shall meet all parking setback and screening requirements.
 2. EVSE spaces shall be clearly designated with signage and pavement markings.
 3. EVSE spaces shall be sited in a manner that provides convenient pedestrian access to the principal use, comparable to other customer/visitor parking spaces.
 4. Where possible, EVSE spaces shall be integrated into well-lit, visible areas of the parking lot.

Beckett & Raeder, Inc.
535 West William
Suite 101
Ann Arbor, MI 48103

734.663.2622 ph
734.663.6759 fx

www.bria2.com

Petoskey Office
113 Howard Street
Petoskey, MI 49770

231.347.2523 ph
231.347.2524 fx

Traverse City Office
148 East Front Street
Suite 207
Traverse City, MI 49684

231.933.8400 ph
231.944.1709 fx

Grand Rapids Office
5211 Cascade Road SE
Suite 300
Grand Rapids, MI 49546

616.585.1295 ph

5. Charging equipment shall be mounted on a permanent foundation or wall, shall not obstruct pedestrian circulation, and shall not reduce the minimum required width of accessible routes.

Section 3. Amendment of Article 20

Article 20: Definitions, Section 20-4 Definitions: D-E is hereby amended as follows:

Electric Vehicle Charging Station (EVSE): An accessory use that is a public or private parking space that is served by battery charging equipment for the purpose of transferring electric energy to a battery or other energy storage device in an electric vehicle. An EVSE space includes all required equipment, protective devices, and signage.



initiative

2025 AMENDED BUDGET PROPOSAL
2026 PROPOSED BUDGET
Submitted for November Committees

	2023 Actual	2024 Actual	2025 Adopted	2025 Amended	2026 Proposed	
Planning & Zoning						
Administrative Wages	16,953	22,631	11,580	11,580	12,950	
Wages	13,005	1,940	6,000	6,000	6,000	
Wages - Planning Commission	2,800		4,825	4,825	4,825	PC per diem, pd annually in Dec
Wages - Zoning Board of Appeals	720		800	800	800	ZBA per diem,pd annually in Dec
FICA Contribution	2,099	1,780	1,345	1,345	995	
Medical Insurance	2,332	1,761	740	740	1,850	
Workers Compensation Insurance	140	117	850	850	90	
Retirement Contribution	2,803	1,834	1,158	1,158	1,300	
Life, AD&D Insurance	171	114	70	70	112	
Unemployment Insurance	2	3	101	101	70	
Office Supplies	680	129	700	700	700	
Postage	250		500	500	500	
Professional Planning Services	7,463		5,000	1,000	1,000	Prof Services -not part of monthly planning agreemen
Zoning Ordinance - Planning	0		15,000	3,000	10,000	Zon Ord Review/Reformat moved to 2026
Legal Fees	7,020		7,000	5,000	5,000	
Contractual Services	7,431	4,194	7,000	7,000	7,000	Planner - billed monthly
Printing & Publishing	1,498	1,899	5,000	2,000	2,000	legal notices, mtg pubs, prc and master plan copies
Education, Training & Dues	150	440	2,000	2,000	2,000	PC Training
Total Planning & Zoning	65,517	36,843	69,669	48,669	57,192	

VILLAGE OF SUTTONS BAY
MEETING SCHEDULE

2026

PLANNING COMMISSION			DDA			VILLAGE COUNCIL			ZBA			
January	21	5:00 P.M.							January	14	5:30 P.M.	
			February	11	9:00 A.M.		February	*17	5:30 P.M.	February	11	5:30 P.M.
March	18	5:00 P.M.					March	16	5:30 P.M.	March	11	5:30 P.M.
			April	8	9:00 A.M.		April	20	5:30 P.M.	April	8	5:30 P.M.
May	20	5:00 P.M.					May	18	5:30 P.M.	May	13	5:30 P.M.
June	17	5:00 P.M.	June	10	9:00 A.M.		June	15	5:30 P.M.	June	10	5:30 P.M.
July	15	5:00 P.M.					July	20	5:30 P.M.	July	8	5:30 P.M.
August	19	5:00 P.M.					August	17	5:30 P.M.	August	12	5:30 P.M.
September	16	5:00 P.M.	September	9	9:00 A.M.		September	21	5:30 P.M.	September	9	5:30 P.M.
October	21	5:00 P.M.					October	19	5:30 P.M.	October	14	5:30 P.M.
November	18	5:00 P.M.	November	11	9:00 A.M.		November	16	5:30 P.M.	November	11	5:30 P.M.
December	16	5:00 P.M.					December	21	5:30 P.M.	December	9	5:30 P.M.
3rd Wednesday			2nd Wednesday			3rd Monday			2nd Wednesday			
UTILITY/MARINA COMM			GENERAL SERVICE			ADMIN/PERSONNEL COMM			COMMITTEE OF THE WHOLE			
										February	3	8:30 A.M.
March	2	8:30 A.M.	March	3	8:30 A.M.		March	4	8:30 A.M.			
April	6	8:30 A.M.	April	7	8:30 A.M.		April	8	8:30 A.M.			
										May	5	8:30 A.M.
June	1	8:30 A.M.	June	2	8:30 A.M.		June	3	8:30 A.M.			
August	3	8:30 A.M.	August	4	8:30 A.M.		August	5	8:30 A.M.			
										September	1	8:30 A.M.
October	5	8:30 A.M.	October	6	8:30 A.M.		October	7	8:30 A.M.			
November	2	8:30 A.M.	November	3	8:30 A.M.		November	4	8:30 A.M.			
										December	1	8:30 A.M.
1st Monday			1st Tuesday			1st Wednesday			1st Tuesday			
* Meetings scheduled for the Tuesday following Holiday												
No Meetings												

2026

		VILLAGE OF SUTTONS BAY ZONING REPORT	
Prepared:	11/07/2025	Pages:	1 of 1
Meeting:	November 2025 PC & Council	Attachments:	0 ☐
Subject:	Zoning Report for October 2025		

LAND USE PERMITS ISSUED

		NEW	ADU	ALTERATIONS	ACCES.	FENCE	COMMERCIAL,
DATE	TOTAL	HOMES		ADDITIONS	STRUCT.		SIGNS / OTHER
October 2025	1	0	0	0	0	0	1
Year To Date	12	0	0	2	1	2	7

LUP 25-012 206 N. St. Joseph Canopy addition to commercial building

ZONING BOARD OF APPEALS

- Application under review for ordinance interpretation and/or variance.

LAND DIVISION

- Application under review for property transfer.

STAFF REPORT

- Application for Site Plan Review received from Inland Seas Education Association.

RECOMMENDATIONS TO PC:

None at this time