



## VILLAGE OF SUTTONS BAY

### Via Remote Access

Village Planning Commission

420 Front Street, Suttons Bay

December 9, 2020 at 5:30 pm

### Agenda

**Electronic Remote Access, in accordance with Public Act 228 of 2020 will be implemented in response to COVID-19 social distancing requirements and Michigan Health and Human Services restrictions of indoor gatherings. The public may participate in the meeting through Zoom access by computer and smart phone and can find the link on our website at [www.suttonsbayvillage.org](http://www.suttonsbayvillage.org)**

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
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
8. New Business
  - a. Report VSB 2020-64 Parks & Recreation Plan Review-Goals & Objectives
  - b. Report VSB 2020-65 Parks & Recreation Plan Review-Park Specific Goals
  - c. 2021 Meeting Dates
9. Public comment
10. Reports
  - a. Zoning Administration Report
  - b. ZBA Report
  - c. Manager's Report
  - d. Village Council updates
11. Good of the order
12. Announcements: The next meeting date is January 13, 2021.
14. Adjournment



VILLAGE OF SUTTONS BAY  
PLANNING COMMISSION  
MEETING MINUTES OF NOVEMBER 12, 2020

The meeting was called to order at 5:30 p.m. by Chairperson Hetler.

Present: Hetler, Hylwa, Pontius, Ostrowski, Smith and Suppes  
Absent: Danielson  
Staff present: Fay, Larrea, Petroskey and Couturier, Zoning Administrator

Approval of Agenda

Smith moved, Pete seconded, CARRIED, to approve the agenda as presented, by an affirmative unanimous roll call vote. Ayes: 6, No: 0.

Member Conflict of Interest on any item on the Agenda

Roger Suppes and Frank Smith declared a possible conflict of interest relative to Agenda Item #7, Waterfront District, due to being employed by the Bahle Family. Ostrowski moved, Hylwa seconded, FAILED, to accept the recusals of Roger Suppes and Frank Smith as it relates to Agenda item #7, Waterfront District, by an opposing unanimous roll call vote. Ayes: 4, No: 0.

Approval of minutes

Suppes moved, Ostrowski seconded, CARRIED, to approve the Planning Commission meeting minutes of October 14, 2020, by an affirmative, unanimous roll call vote. Ayes: 6, No: 0.

Public Comment

Rick Andrews of 345 S. Shore Drive thanked the Planning Commission for their work on the Waterfront project and stated the Waterfront District Evaluation report was well done.

Report VSB-2020-52 Waterfront District

Smith moved, Suppes seconded, CARRIED, that following the evaluation of the zoning ordinance as it relates to the minimum lot size, minimum lot width, and/or related setbacks in the Single Family Waterfront District, it was determined that no action to amend the zoning ordinance will be taken at this time, and for reasons stated in VSB Report 2020-52 and being made a part of this motion, by an affirmative unanimous roll call vote. Further discussion is warranted on eliminating minimum lot depth, which will take place at the Master Plan level. Ayes: 6, No: 0.

Fence Form discussion

Provided in the packet were examples of fence forms that could assist in showing an applicant's intent. The examples are a tool for consideration of adding additional regulations on fences to the Zoning Ordinance. Larrea stated the importance of having standards in the downtown area.

This would be a small amendment to the Zoning Ordinance if Commissioners support the amendment. Commissioners agree that fence form regulations should be discussed further at the next Planning Commission meeting. Larrea encouraged Commissioners to look around at other fences within the Village.

#### Report VSB-2020-60 Annual Budget

Suppes moved, Smith seconded, CARRIED, to recommend to Council the adoption of the proposed 2021 Planning Commission budget, by an affirmative unanimous roll call vote.  
Ayes: 6, No: 0.

#### Reports

##### Zoning Administration report

Couturier reported a minor amount of permitting this month.

##### ZBA Report

Couturier reported Bylaws and the ZBA budget as agenda items at the next ZBA meeting.

##### Managers' Report

Larrea stated staff have been working on the 2021 Annual budget. The budget for the Planning Commission is similar to last year. Later into next year Commissioners will embark on a new Master Plan. The TAP Grant will be closed out soon. MDOT is working on securing funding to mill and repave downtown sometime in the next couple of years. Installing erosion control at the fishing pier near Inland Seas is complete. Staff have been working on closing out projects.

##### Village Council updates

Suppes stated an Elm Street proposal has been accepted, which will be completed in the Spring/Summer. This project would allow the Village to seek out other funding for the culverts on Elm Street.

#### Good of the order


Hetler requested a follow up to the Parks and Rec discussion be placed on the next Planning Commission agenda.

#### Adjournment

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

The meeting adjourned at 6:03 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.

		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2020- 65</b>	
Prepared:	December 2, 2020	Pages:	1 of 1
Meeting:	December 9, 2020	Attachments:	<input type="checkbox"/>
Subject:	Parks & Recreation Plan Review – Park Specific Goals		

## PURPOSE

To review DRAFT *park specific* goals to be included into the P&R Plan.

## OVERVIEW

A series of park specific goals are made a part of this report for your review and comment. The intent of this section is to identify what we want to accomplish and how we are going to arrive at that goal. Pictures are being used as informational placeholders until park specific plans are created and amended into the document. In order to maximize our efforts, we will focus on creating an easily understandable and readable working document.

Of utmost importance is understanding that we will attempt to improve our parks concurrently, as funding provides, rather than looking to improve one park at a time. Our parks appear to have been overlooked over the years and we are now concentrating on bringing them up to a desirable condition. We have two park specific plans that are incorporated into the plan with the goal of having one for each park by the end of the 5-year cycle. To clarify, the plans will be added into the document in a larger format as an attachment so that they can be viewed more closely by those of interest.

Please review the following section and offer any suggestions you may have. Following acceptance of this section we will continue to move forward.

## SYSTEM WIDE RECOMMENDATIONS

In addition to capital investments into programs and facilities, the Village of Suttons Bay must also evaluate the current system and review long-range options for providing parks and recreation. The following are system wide recommendations that should be evaluated annually and used in the long-range planning of parks and recreation.

- **Barrier-Free Accessibility.** The Americans with Disabilities Act (ADA) has established guidelines to provide barrier-free accessibility at all public facilities. It is important to provide access to Village facilities according to these guidelines so that all residents may enjoy them. As parks and facilities are improved or developed, a high priority must be placed on upgrades that improve barrier-free accessibility including proper surfaces for wheelchairs, accessible picnic tables, and play equipment that provides universal access.



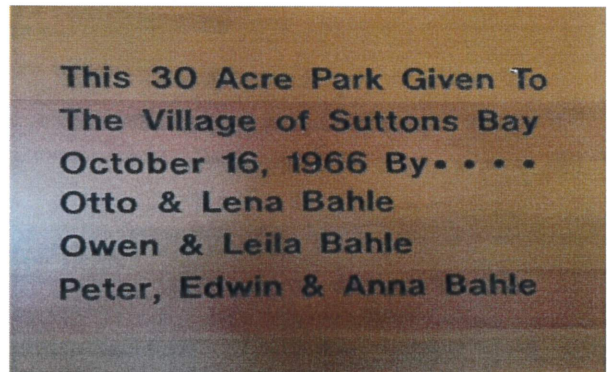
- **Non-Motorized Connections.** The Village is committed to providing non-motorized connections with pedestrian and bicycle pathways. The Village should continue to develop connections, particularly linking the parks, neighborhoods, schools, businesses, and areas of concentrated employment.
- **Continued Public Involvement.** The Village should continue to solicit residents' suggestions on planning, use, and improvement of parks and recreation facilities. This can be accomplished with focus groups, community chalk boards, public meetings, surveys, or through resident feedback solicited at Village events.

## PARK-SPECIFIC RECOMMENDATIONS

General comment on the known function, challenges, and opportunities of the various village parks and natural areas are provided below. As time and funding allows, the Village should invest in park improvement plans for its various recreation areas.

### BAHLE PARK

With the exception of the long standing and often used Bahle Hut, Bahle Park is intended to remain primarily in a natural state as an in-town opportunity for hiking, foraging, nature watching, and sledding. The Bahle Hut was constructed in the 1970's in partnership with the local high school students and following a generous donation by past generations of the Bahle Family. Bahle Park offers a unique and exciting opportunity for improvement by embracing the Bahle family history, incorporating educational opportunities and encouraging year-round recreational use of this park.



### FUTURE IMPROVEMENTS TO INCREASE THE USER EXPERIENCE INCLUDE:

- Improve year round use of this property.
- Installation of a park sign and educational kiosks.
- Selective tree harvesting to improve sled hill.
- Continued maintenance of trails and markers.
- ADA implementation.

PICTURE

PICTURE

## DEUSTER PARK

Dedicated for public use in 1914, Deuster park continues to evolve as a recreational area. Most recently, we have established a partnership with the Leelanau Soccer Club. Duester Park is home to four youth soccer fields, recently updated restrooms, a storage barn and gravel parking lot. The use of these fields and the park in general has surged since 2019 due in part to the upgraded facilities.

### FUTURE IMPROVEMENTS TO INCREASE THE USER EXPERIENCE INCLUDE:

- Removing the neglected softball field to accommodate youth soccer as the primary sport at the park.
- Paving the parking area and installing ADA compliant walkways and seating areas.
- Encourage a shared roadway for bicyclists and provide a bicycle connection to the paved Leelanau Trail running parallel yet downhill from the park.

PICTURE



PICTURE



PICTURE



PICTURE





## MARINA PARK

By far the most utilized park in our park network, Marina Park is located on the water and a block from downtown. A pathway provides access from the parking area to a mobi-mat offering improved access to the water for individuals of higher age demographic and/or those with a disability. Evaluations of this park seem to coincide with public sentiment that this parks biggest public need is to replace the restrooms. Although, these restrooms are clean and heavily used, they were constructed in the 1960's and lack modern conveniences such as changing stations and family restrooms.



### FUTURE IMPROVEMENTS TO INCREASE THE USER EXPERIENCE INCLUDE:

- Increase the sand area to re-establish beach volleyball courts.
- Identify granting opportunities to replace the bathrooms with more modern facilities.
- Plant additional trees that will benefit from high water table.





## NORTH PARK

Updated in 1995 with MDNR Funds this park is among the Villages most modern parks. Public restrooms have been updated over the years ensuring ADA compliance is at the forefront of all improvements. North Park is used by farm markets and artists and also used to hold festivals and events.



### FUTURE IMPROVEMENTS TO INCREASE THE USER EXPERIENCE INCLUDE:

- A waterfront observation and seating area would provide a nice element for users to be on the water.
- Promote this area for waterfront picnicking.
- Continue to promote the use of this park for events.





## SUTTON PARK

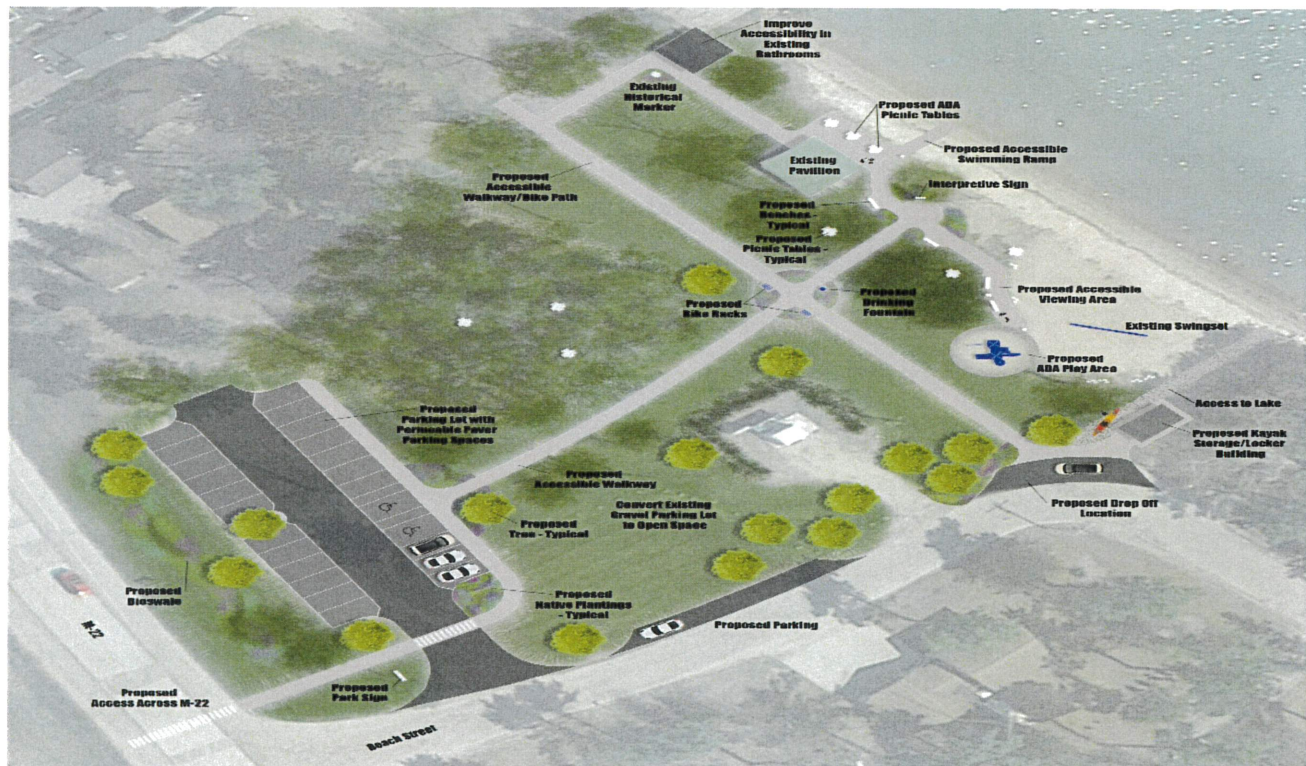


Sutton Park, is a well-known waterfront beach utilized by locals and visitors alike. Amenities at this park include bathrooms, a pavilion, playground, and swim area.

Located at the entrance of the Village and accessed by M-22, this park is ideal for families longing for a safe and comfortable beach experience. The Village has identified this park as a high priority to incorporate or enhance accessibility for all ages and abilities.

### FUTURE IMPROVEMENTS TO INCREASE THE USER EXPERIENCE INCLUDE:

- Installation of park signage
- Installation of ADA compliant hard surface pathways and seating areas.
- Relocation of the gravel parking lot
- Construction of a drop-off area
- ADA play structure and activity area



**SUTTON PARK CONCEPT PLAN**  
August 2020 | Not to Scale



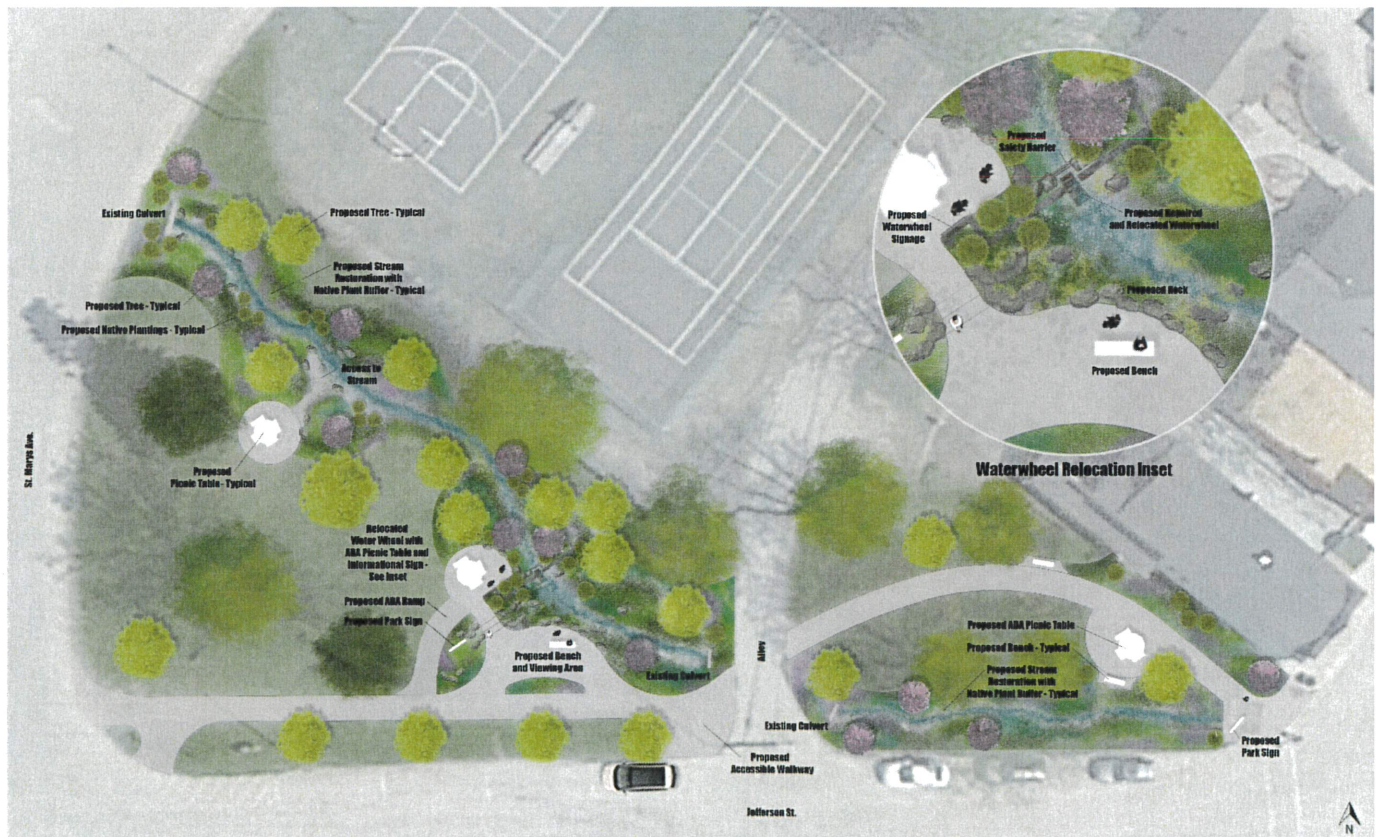
## WATERWHEEL PARK

The waterwheel feature was installed in 1974 and restored in the early 2000, with the assistance of local resident Bob Martinson. Accordingly, investment should focus on the historic aspect of the waterwheel, the park's natural features, and improving the use of the park.

There are essentially three areas of this park that offer either passive or active recreational opportunities. These areas are separated by both natural and manmade features resulting in a segmented, rather than an interconnected park. The Village is focused on improving access, leisure and connectivity at this park by prioritizing the installation of hard surface pathways, seating areas and gathering space.

### FUTURE IMPROVEMENTS TO INCREASE THE USER EXPERIENCE INCLUDE:


- Installation of park signage
- Installation of ADA compliant hard surface pathways and seating areas.
- Identify funding to preserve the waterwheel feature.
- Improve the natural features of the park.
- Create a pocket park with seating areas on the overgrown south east corner "wedge"
- Identify and include multi-cultural and/or artistic opportunities to incorporate into the park.



### WATERWHEEL PARK CONCEPT PLAN

August 2020 | Not to Scale

ECT

		<b>VILLAGE OF SUTTONS BAY</b> <b>REPORT VSB -2020- 64</b>	
Prepared:	December 2, 2020	Pages:	1 of 1
Meeting:	December 9, 2020	Attachments:	<input type="checkbox"/>
Subject:	Parks & Recreation Plan Review – Goals and Objectives		

## PURPOSE

To review the DRAFT Goals & Objectives of the Parks & Recreation Plan.

## OVERVIEW

A series of Goals and Objectives are made a part of this report for your review and comment. The intent of this section is to generalize public input by creating goals and to state ways of accomplishing those goals (objectives).

The State requires P&R Plans to be reviewed and/or updated every 5-years, therefore, we will form our goals and objectives to be achievable within that same time period. Our plan will be a working document that will be updated yearly by way of park specific plans. This serves two purposes, first, all parks will have a development plan for granting opportunities and second, we are reminded yearly of what we are trying to accomplish.

Please review the following section and offer any suggestions you may have. Following acceptance of this section we will continue to move forward with park specific goals and objectives.

## GOALS AND OBJECTIVES

The following recreation goals and objectives were developed based on the outcome of public input and based on their understanding of the community and its residents.

### *Goal 1. Maintain and improve our parks and park system.*

#### Objectives.

- Replace and/or repair damaged benches, water fountains and other amenities.
- Budget accordingly to allow for the continuous improvement of our park system.
- Seek supplemental funding sources to improve play areas, bathrooms, and universal access.
- Establish partnerships to incorporate cultural and artistic opportunities within our parks.



## PLANNING COMMISSION

- Improve bicyclist leisure areas to promote and embrace our bicycling enthusiasts.
- Identify and prioritize funding for annual improvements to our park system.
- Install signage at our parks.
- Develop amenities in park facilities to include those identified by the Village as well as by residents through the public input process.
- Create educational opportunities at our parks.

### *Goal 2. Incorporate culture, history and the Arts within our parks.*

#### Objectives.

- Embrace and celebrate culture, art and artistic expression with our park system.
- Promote multi-generational interaction by allowing activities and experiences that can be enjoyed by all ages, such as plays and other entertainment.
- Develop facilities to meet the needs and ability levels of all park users.
- Incorporate Educational Signage.

### *Goal 3. Improve our park system to include higher levels of barrier free access and ADA opportunities.*

#### Objectives.

- Improve ADA accessibility at all Village parks.
- Provide for universally accessible play areas, picnic facilities and shelters.
- Incorporate signage within our parks to assist with way-finding, park connectivity routes and information about accessibility.

### *Goal 4. Improve & expand our existing non-motorized network by encouraging connectivity and walkability.*

#### Objectives.

- Identify and pursue funding for additional sidewalks and trails to connect our schools, parks and the downtown district.
- Invest in non-motorized improvements throughout the Village to encourage connectivity with businesses, neighborhoods, existing parks and new pocket parks.
- Establish a partnership with M-DOT to invest in safe, family-friendly non-motorized crossings along M-22.

## PLANNING COMMISSION

- Work with project partners such as the Grand Traverse Band, TART Trails, and neighboring communities to provide local and regional trail connections.

### *Goal 5. Promote public awareness and usability of the park system*

#### **Objectives.**

- Install park signs identifying individual parks and their relation to other parks.
- Create interconnectivity awareness and promote kids' events that utilize multiple parks.
- Promote the park system via the Village website, newsletter articles, and by including information about the entire park network.

2021 DRAFT MEETING SCHEDULE

FOR THE

VILLAGE OF SUTTONS BAY

PLANNING COMMISSION		
January	13	5:30
February	10	5:30
March	10	5:30
April	14	5:30
May	12	5:30
June	9	5:30
July	14	5:30
August	11	5:30
September	8	5:30
October	13	5:30
November	10	5:30
December	8	5:30

DDA		
February	10	9:00
April	14	9:00
September	8	9:00
November	10	9:00
Quarterly		

VILLAGE COUNCIL		
January	*19	5:30
February	*16	5:30
March	15	5:30
April	19	5:30
May	17	5:30
June	21	5:30
July	19	5:30
August	16	5:30
September	20	5:30
October	18	5:30
November	15	5:30
December	20	5:30

\* Tuesday following

ZBA		
January	20	5:30
February	17	5:30
March	17	5:30
April	21	5:30
May	19	5:30
June	16	5:30
July	21	5:30
August	18	5:30
September	15	5:30
October	20	5:30
November	17	5:30
December	15	5:30

GENERAL SERVICE COMMITTEE		
February	2	8:10
April	6	8:10
May	4	8:10
June	1	8:10
July		8:10
September	7	8:10
October	5	8:10
December	7	8:10

ADMIN / PERSONNEL		
February	3	8:10
April	7	8:10
May	5	8:10
June	2	8:10
July		8:10
September	8	8:10
October	6	8:10
December	8	8:10

UTILITY / MARINA		
February	4	8:10
April	8	8:10
May	6	8:10
June	3	8:10
July		8:10
September	9	8:10
October	7	8:10
December	9	8:10

COMMITTEE OF THE WHOLE		
January	7	8:10 a.m.
March	4	8:10 a.m.
August	5	8:10 a.m.
November	4	8:10 a.m.