



## VILLAGE OF SUTTONS BAY

Planning Commission

420 N. Front Street, Suttons Bay, MI 49682

**June 18, 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 May 21, 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. Master Plan Priority Checklist
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 July 16, 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](mailto:suttonsbay@suttonsbayvillage.org) as soon as possible.



VILLAGE OF SUTTONS BAY  
PLANNING COMMISSION  
REGULAR MEETING  
Meeting Minutes of May 21, 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, Pontius, Hetler, D. Smith & Campbell  
Absent: F. Smith & Hylwa  
Staff present: Petroskey, Patmore and Kopriva  
Guests: 2

Approval of Agenda

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

Conflict of Interest: None

Approval of Minutes

Feringa noted a misspelling of his name on page 2. Campbell moved, Feringa seconded, CARRIED, to approve the Planning Commission meeting minutes of April 16, 2025 as amended. Ayes: 5, No: 0.

Public Comment/Written Communications

The planning Commission was presented with the Notice of Intent from Leelanau County to prepare an amendment to the Leelanau County General Plan.

New Business:

**A. Zoning Ordinance Amendments:**

Chair Hetler opened the public hearing at 5:03 pm. Hearing no public comment, the public hearing was closed. The commission reviewed the criteria of Section 18-3 and provided the following findings of fact:

1. The proposed text amendment would clarify the intent of the ordinance.

*The proposed text amendments clarify the intent of the ordinance.*

2. The proposed text amendment would correct an error or oversight in the ordinance.

*The amendment will correct errors within the ordinance.*

3. The proposed text amendment would address changes to the State legislation, recent case law or opinions from the Attorney General of the State of Michigan.

*Not Applicable.*

4. The proposed text amendment would promote compliance with changes in other County, State or Federal regulations.

*Not Applicable.*

5. In the event the amendment will add a use to a district, that use shall be fully consistent with the intent of the district and the character of the range of uses provided for within the district.

*Not Applicable.*

6. The amendment will not create incompatible land uses within a zoning district, or between adjacent districts.

*The amendment does not create incompatible land uses.*

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

*There does not to appear to be any conflict with any other reports, studies, or other documents.*

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

*The amendment will impact on the Village's ability to provide adequate public facilities and services as it relates to parking standards.*

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

*The proposed text amendments are consistent with the Village's desire to protect the public health, safety and welfare of the community.*

S. Feringa moved, D. Smith seconded, CARRIED, to recommend that the Village Council adopt the text amendment(s) as presented based on the above findings of fact. Ayes: 5, No: 0.

J. Pontius noted that in the central business district there is no language requiring the Hotel/B&B to provide a parking space for an employee. Hetler suggested this be an item for future discussion.

#### **B. Master Plan-Checklist-Where to Start**

Commission members reviewed the priority checklist. Noting several priority (1)s, commission members suggested the checklist items be reorganized grouping by Topic and grouped by Zoning. Hetler asked that members review the checklist and decide what items they would like to see tagged as a realistic priority and what items could be moved down the list. Members will look at the items to determine short term priority (low hanging fruit) and long-term priority (bigger projects). Staff is to send out a reminder to the commission in two weeks.

#### **Reports**

Zoning Administration Report-as presented.

Village Council Report: Water rates will be increasing in the village.

Zoning Board of Appeals-Will be meeting next month to hear an application for a dimensional variance in the single-family waterfront district.

Good of the Order-D. Smith stated she would like to work on making affordable housing a priority for this commission. She stated Peninsula Housing will be hosting a public event to see what the community wants. She added with the purchase of this property at the school they would have access to water and sewer.

Planner Kopriva cautioned the commission on making comments regarding an application that may come before this commission. She noted any information or attempts by an applicant to contact a commission member should be forwarded to Village staff. Lastly, she stated that there should be no ex-parte contacts with applicants or it could jeopardize the process.

Next Regular Meeting is June 18, 2025.

The meeting adjourned at 5:45 p.m.

Meeting minutes submitted by Dorothy Petroskey, Clerk.

Date: 06.12.2025  
From: Sara Kopriva, AICP  
To: Suttons Bay Planning Commission  
Project: 2025-2026 Priorities

  
initiative

At the May meeting, the Planning Commission reviewed the finalized list of priorities based on the Master Plan. Below I grouped common items/themes together to try to get a shorter list of items to work on. Many priority items were centered around a few themes and can be combined for discussion purposes. The PC members were also request to work on grouping items for discussion. Following discussion, the PC should decide 1 topic to begin working on.

**Housing**

Update PUD regulations

1. workforce housing
2. Incentives (density bonus, reduced parking, etc)

Workforce Housing

1. Map areas for workforce housing
2. Define long term & workforce housing
3. Streamline review process for workforce housing

Incentive programs for variety of housing sizes

**General Zoning**

1. Encourage pedestrian activity
2. Review buffer, lighting, noise
3. Review Gateway districts (landscaping, signage, review process)
4. Review environmental standards
5. Review standards for protection of waterfront views
6. Review ADU language- limit STR of ADU for workforce housing, allowing more than 1, update layout and appearance requirements

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***Others***

Form based code for residential areas

Zero lot line setbacks for mixed use districts

Stormwater management

Alternative energy (solar panels, EV Stations & Infrastructure)

Steep Slopes

Tree planting requirements

RRC Amendments


Sign Amendments

M22 Corridor Guidebook



*initiative*

## ZONING REPORT

		<b>VILLAGE OF SUTTONS BAY</b> ZONING REPORT	
Prepared:	06/13/2025	Pages:	1 of 1
Meeting:	June 2025 PC & Council	Attachments:	0 <input type="checkbox"/>
Subject:	Zoning Report for May 2025		

### LAND USE PERMITS ISSUED

		NEW	ADU	ALTERATIONS	ACCES.	FENCE	COMMERCIAL,
DATE	TOTAL	HOMES		ADDITIONS	STRUCT.		SIGNS / OTHER
May 2025	5	0	0	1	0	1	3
Year To Date	8	0	0	2	1	1	4

LUP 25-004	73 W. Fourth St.	Change of Use – Office
LUP 25-005	101 E. Dame St.	Change of Use – Retail
LUP 25-006	345 S. Shore Dr.	Alterations
LUP 25-007	503 N. St. Joseph St.	Fence
LUP 25-008	101 E. Dame St.	Sign

Revisions to existing permits

ZBA Meeting/Hearing Scheduled for June 11, 2025 on a dimensional variance request – 379 S. Shore Dr.

Land Division Application Received – Herman Rd. – Suttons Bay Schools

### STAFF REPORT

- Many general inquiries on land use, setbacks, signs, etc.
- Preliminary Site Plan Review

**FUTURE ACTION REQUESTED:**      None