



## **VILLAGE OF SUTTONS BAY**

Planning Commission

420 N. Front Street, Suttons Bay, MI 49682

**July 16 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 June 18, 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
  - b. Master Plan Priorities-Commission members report(s)
8. New Business
  - a. None
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 August 20, 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 June 18, 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 & Hylwa  
Absent: Pontius and Campbell  
Staff present: Petroskey, Patmore and Kopriva  
Guests: 1

Approval of Agenda

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

Conflict of Interest: None

Approval of Minutes

D. Smith moved, Feringa seconded, CARRIED, to approve the Planning Commission meeting minutes of May 21, 2025 as presented. Ayes: 5, No: 0.

Public Comment/Written Communications

None received.

New Business:

**A. Master Plan-Goals/Action Items**

Commission members were tasked with reviewing the goals/action items and to determine which items were doable in the next year in order to streamline the review process. Sara noted that zoning ordinance amendments are a high priority. She stated she and her team would start with the planned unit development section and incorporate walkability and work force housing.

Deb Smith will find reference to the ADU section and the M-22 Guidebook.

Frank Smith will find references to pedestrian and buffering.

Steve Feringa will find references to environmental standards and stormwater management.

Gail Hetler will find references to waterfront views and sign amendments.

Richard Hylwa will review the gateway districts and natural resources.

Sara suggested that the planning commission schedule a joint meeting with the Village Council as well.

The planning commission reviewed the check list final master plan goals and action items and adjusted the time frames. Sara will provide an updated list.

Good of Order: Frank Smith asked about green spaces between the street and sidewalks.

Steve Feringa stated that there are grants available for bridge projects.

Public Comment: Bill Crackel talked about parking for bed and breakfasts. He also stated he would like to see a sidewalk on Elm Street.

#### Reports

Zoning Administration Report-as presented.

Village Council Report: Zoning Amendments were adopted. Annual audit accepted


Zoning Board of Appeals-Meeting table while impervious surface coverage is calculated

Next Regular Meeting is July 16th, 2025. Master Plan priorities/Action Plan.

The meeting adjourned at 6:10 p.m.

Meeting minutes submitted by Dorothy Petroskey, Clerk.

## ZONING REPORT

		<b>VILLAGE OF SUTTONS BAY</b> ZONING REPORT	
Prepared:	07/11/2025	Pages:	1 of 1
Meeting:	July 2025 PC & Council	Attachments:	0 <input type="checkbox"/>
Subject:	Zoning Report for June 2025		

### **LAND USE PERMITS ISSUED**

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

LUP 25-009      506 N. Lincoln St.

Fence

LUP 25-010      101 E. Dame St.

Change of Use – Inland Seas

Revisions to existing permits

ZBA Meeting/Hearing held June 11, 2025 on a dimensional variance request – 379 S. Shore Dr.  
The request was tabled while more information is gathered on impervious surface coverage.

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

### **STAFF REPORT**

- Many general inquiries on land use, setbacks, signs, etc.

**FUTURE ACTION REQUESTED:**      None