



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
MEETING MINUTES OF AUGUST 19, 2020

The meeting was called to order at 3:00 p.m. by Chairperson Hetler.

Present: Danielson, Hetler, Hylwa, Ostrowski, Pontius, Smith and Suppes
Staff Present: Fay (left the meeting at 3:30) and Larrea

Approval of Agenda

Smith moved, Ostrowski seconded, CARRIED, to approve the Agenda as presented.
Ayes: 7, No: 0.

Approval of Minutes

Suppes moved, Pontius seconded, CARRIED, to approve the Planning Commission meeting minutes of June 10, 2020, submitted by Fay. Ayes: 7, No: 0.

Waterfront District Walking Tour

Commissioners participated in a walking tour and observed properties of all different widths as well as surrounding structures.

On-Site Park Specific Plans (Waterwheel and Sutton Park)

Commissioners reviewed Sutton Park Concept Plan as well as toured the Park. Commissioners reviewed Waterwheel Concept Plan. Due to time constraints, Commissioners will visit Waterwheel Park on their own time.

Adjournment

Suppes moved, Smith seconded, CARRIED, to adjourn the meeting. Ayes: 7, No: 0.

The meeting adjourned at 5:00 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.



VILLAGE OF SUTTONS BAY

REPORT VSB -2020- 42

Prepared:	9-2-2020	Pages:	1 of 1
Meeting:	Planning Commission 9-9-2020	Attachments:	<input type="checkbox"/>
Subject:	Single Family Waterfront District Study		

PURPOSE

To continue discussions of our current minimum lot frontage and minimum lot area (size) of the SFWR district.

OVERVIEW

Over the past several months, the planning commission has been studying the waterfront district to determine if the lot dimensional standards should be adjusted. The Planning Commission, at their previous meeting, conducted a walking tour of parcels along the Waterfront District to view the properties and determine if there should be a change.

Observations:

1. The Single-Family Waterfront Residential District (SFWR) is nearly completely developed with single family homes.
2. There are only 2-3 vacant properties along the roadway and located within the SFWR district.
3. Lot sizes with homes are not uniform and vary in size from 0.07 acres to 3.97 acres.
4. Lot frontage varies from 31 feet to 300 feet.

QUESTIONS

The Planning Commission should address the following questions regarding the minimum lot frontage requirement of 100 ft.


1. Does the PC feel it has enough information to make a determination whether **a change is needed**?
 - a. If not, what additional information is requested of Staff?
 - b. If so, please refer to #2 below.
2. Does the PC feel there is a need to lower the **minimum lot frontage** of the SFWR district?
 - a. If so, please provide your reasoning.
 - b. If not, please provide your reasoning.
3. Should the minimum **lot frontage** of the SFWR district be **increased or decreased** from the current 100 ft?
 - a. If it is to be increased, what would the PC recommend changing the **minimum lot frontage** to?

- b. If it is to be decreased, what would the PC recommend changing the **minimum lot frontage** to?

QUESTIONS

The Planning Commission should address the following questions regarding the **minimum lot size** requirement of **20,000 ft.** (or nearly a ½ acre)?

1. Does the PC have enough information to make a determination on **if a change is needed**?
 - a. If not, what additional information is requested of Staff?
 - b. If so, please refer to #2 below.
2. Does the PC feel there is need to adjust the **minimum lot size** of the SFWR district?
 - a. If so, what would the PC recommend changing the **minimum lot size** to?
3. Does the PC feel there is a need to lower the **minimum lot size** of the SFWR district?
 - a. If so, please provide your reasoning.
 - b. If not, please provide your reasoning.
4. Should the minimum **lot size** of the SFWR district be **increased or decreased** from the current 20,000 ft?
 - a. If it is to be **increased**, what would the PC recommend changing the **minimum lot size** to?
 - b. If it is to be **decreased**, what would the PC recommend changing the **minimum lot size** to?

		VILLAGE OF SUTTONS BAY REPORT VSB -2020- 43	
Prepared:	9-2-20	Pages:	1 of 1
Meeting:	Planning Commission 9-9-20	Attachments:	<input checked="" type="checkbox"/>
Subject:	Park Plan Discussion		

PURPOSE

To review and discuss the past park plan Goals and Objectives.

STAFF COMMENT:

As we continue to move forward with our P&R plan, we will shift our focus to reviewing *past* goals and objectives (see attached). The intent of this review is to see what goals were achieved and what goals remain. What is no longer a priority and what needs to be added? Goals and objectives are derived by public participation and input. We have had a lot of public input and limited participation due to COVID. This simple exercise will provide our community with an understanding of what the public wants to accomplish as it relates to our parks.

ACTION REQUESTED:

Discussion and walking work bee scheduling.

Chapter 5: Goals & Objectives

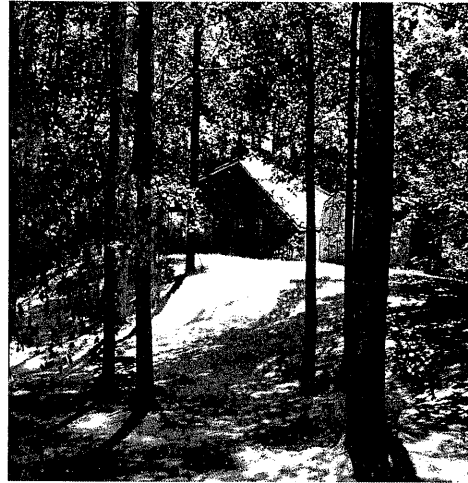
The following recreation goals and objectives were based on public input, existing local plans, and current Village initiatives. The Action Plan is informed by these goals.

Continue to maintain and improve existing parks.

- Add, update, or improve park furnishings and amenities at all parks as appropriate and necessary.
- Update and/or replace park restrooms as needed.
- Provide or improve barrier-free access features at all parks.
- Provide consistent wayfinding/directional signage for parks throughout the Village.
- Implement recommendations of the *2012 Marina Master Plan*.

Provide a range of recreation opportunities that meet the needs of all segments of the population.

- Create pocket parks at the Concord Ave Road End and other publicly-owned, underutilized properties.
- Continue to pursue implementation of the *Front Street Corridor Enhancement Plan* recommendations relative to the conversion of portion of Jefferson Avenue to a park/public square.
- Explore opportunities to enhance



recreation programming at existing parks.

- Provide facilities to meet the needs and abilities of all park users.
- Explore the creation of a dog park at an existing park or publicly-owned property.

Improve non-motorized options connecting parks, businesses, and residential neighborhoods.

- Implement planned expansion of Leelanau Trail from Marina Entrance Dr to Dumas Rd.
- Provide non-motorized pathway connections between existing and planned trails to Village parks.
- Explore options to provide safe non-motorized access along Village streets to “fill the gaps” between existing and planned non-motorized trail segments.

Work to ensure environmental integrity and quality of all parks.

- Explore and implement permeable paving options for Village parks.
- Provide recycling bins at all parks.
- Continue to pursue implementation of the *Front Street Corridor Enhancement Plan* relative to stream restoration.
- Integrate native vegetation and other low-impact practices into park design and landscaping.



Coordinate recreation planning and implementation with neighboring units of government and other organizations who own or maintain open space and parkland within the Village.

- Continue to cooperate with Suttons Bay Township on shared maintenance and ownership of Waterwheel Park.
- Work with volunteer groups, as opportunity presents, to implement Recreation Plan goals and other Village recreation objectives
- Consider development of management plans or work plans for each individual park.


Village of Suttons Bay Recreation Plan

2013-2017 Action Plan

Bahle Park	
Action	Add/update/improve park furnishings and amenities as needed
Action	Provide ongoing maintenance for warming hut and sledding hills
Action	Provide barrier-free access to the warming hut
Action	Explore options for improving and maintaining trails
Action	Provide wayfinding or directional signage
Action	Improve parking lot
Duester Park	
Action	Add/update/improve park furnishings and amenities as needed
Action	Provide ongoing maintenance and repairs
Action	Provide trail connections from parking lot to planned extension of Leelanau Trail
Action	Provide wayfinding or directional signage
Coal Dock Park	
Action	Add/update/improve park furnishings and amenities as needed
Action	Provide ongoing maintenance and repairs
Action	Improve/resurface walkway and bridge
Action	Convert gravel road to open space, ensuring convenient access and parking for slip owners; provide landscaping and park furnishings
Action	Explore and implement options for permeable paving
Action	Provide wayfinding or directional signage
Leelanau Trail	
Action	Work with TART Trails and other partners to implement construction of planned extension of Leelanau Trail
Action	Provide ongoing maintenance to existing and planned trail segments, in partnership with TART Trails
Action	Develop trail connections to parks throughout the Village
Action	Provide wayfinding or directional signage
Marina Park	
Action	Add/update/improve park furnishings and amenities as needed
Action	Provide ongoing maintenance and repairs
Action	Provide barrier-free beach access
Action	Improve vehicle access and circulation
Action	Explore and implement options for restroom upgrades, including separate restrooms for the public and slip owners
Action	Provide wayfinding or directional signage
Action	Provide additional shade trees for the grassy area

2013-2017 Action Plan (cont)

North Park	
Action	Add/update/improve park furnishings and amenities as needed
Action	Provide ongoing maintenance and repair
Action	Dredging
Action	Provide wayfinding or directional signage
Action	Provide marketing or promotion to raise awareness of park
South Side Marina Park	
Action	Add/update/improve park furnishings and amenities as needed
Action	Provide ongoing maintenance and repairs
Action	Improve walkway and bridge connections with neighboring parks
Action	Provide wayfinding or directional signage
Suttons Beach	
Action	Add/update/improve park furnishings and amenities as needed
Action	Improve barrier-free access as needed
Action	Provide wayfinding or directional signage
Waterwheel Park	
Action	Add/update/improve park furnishings and amenities as needed
Action	Provide ongoing maintenance and repairs, in cooperation with Suttons Bay Township
Action	Continue stream restoration activities
Action	Convert portions of Jefferson Ave to a public square/park; provide landscaping, stream restoration, and park furnishings
Action	Provide wayfinding or directional signage
Action	Provide public restroom
Other	
Action	Provide park furnishings, amenities, and ongoing maintenance at Concord Street Road End and other underutilized public properties
Action	Provide consistent wayfinding signage at all parks

		VILLAGE OF SUTTONS BAY REPORT VSB -2020- 44	
Prepared:	September 2, 2020	Pages:	1 of 1
Meeting:	September 9, 2020 Planning Commission	Attachments:	<input type="checkbox"/>
Subject:	Amendments		

PURPOSE

To update/amend various portions of the zoning ordinance that are an impediment to development, a burden on property owners, or simply antiquated.

STAFF COMMENT:

There are various sections of the Ordinance that will be addressed over the course of the next few months for discussion and action. We will touch on only a few topics in this report:

1. Section 2-4 Access, Driveways, Private Streets – This section uses antiquated standards originally derived from the old plat standards of the 1960 's.

COMMENT: My recommendation would be to simplify this section with more modern standards that are less burdensome on developers, yet still protects the Village.

2. Walls & Fences & Screening

COMMENT: There are various sections of the ordinance that attempts to address fencing, screening etc. Some of which includes Section 2-11, Section 2-21, and Section 9-8. These standards are common in township ordinances but fail in Village and City ordinances. In addition, they are not drafted well. I would recommend using form to identifying the different types of fencing permitted in each district. A distinction between fencing and appurtenance screening may be beneficial, as would eliminating the setback for fencing.

3. Section 9-7 Multi-family limitation

Maximum Units. Eight (8) units per structure maximum and 18 units per acre gross density.

Open Space. Open spaces comprising at least 10 percent of the total gross area of the project shall be planned and built as a common area.

COMMENT: From a private sector view point, this section would eliminate any interest in investing in our community. This is a township standard that needs to be eliminated from the ordinance. If the Village would like to place a limitation on the number of units permitted in a building, then it should be realistic to offset the investment.

ACTION REQUESTED:

Discussion