

**VILLAGE OF SUTTONS BAY**  
Planning Commission  
420 N. Front Street, Suttons Bay, MI 49682  
**May 10, 2023 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 April 12, 2023
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
  - a) Public Hearing: Section 9-2 Maximum area and number of Accessory Dwellings Amendment
  - b) Public Hearing: Section 5-2 Multi-Family in South Gateway as Special Use Amendment
  - c) Public Hearing: Section 6-2 Multi-Family in South Business as Special Use Amendment
  - d) Section 5-3 increase to 3 stories in South Gateway Amendment
  - e) Section 9-7 remove 8 unit maximum per building Amendment
8. New Business
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 June 14, 2023
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 MEETING MINUTES  
OF APRIL 12, 2023

The meeting was called to order at 5:00 p.m. by Vice-Chair Pontius.

Present: Feringa, Hylwa, Ostrowski, and Pontius  
Absent: Hetler, Smith and Suppes  
Staff present: Fay and Kopriva, Planner

Approval of agenda

Hylwa moved, Ostrowski seconded, CARRIED, to approve the agenda as presented.  
Ayes: 4, No: 0.

Approval of minutes

Ostrowski moved, Feringa seconded, CARRIED, to approve the Planning Commission meeting minutes of March 8, 2023. Ayes: 4, No: 0.

Public Comment

Comments received from Lois Bahle.

Review and Request from Peninsula Housing for Text Amendments to the following sections in the Mixed-Use District

Applicant Larry Mawby stated that it seems the easiest way to move forward is to amend the multifamily in the south gateway and make it a special land use rather than permitted by right. He suggested multifamily be added as a special land use in the south business district. Mawby stated the future land use map shows that corridor is identified as general business and that the Village may want to rezone that particular property as multi family.

- a. Section 5-2 Table of Uses – to allow for multi-family dwellings  
Ostrowski moved, Feringa seconded, CARRIED, to schedule a public hearing at the next Planning Commission meeting for the following amendment:

Amend this section by to allow multi-family dwellings as a Special Land use in the South Gateway. Ayes: 4, No: 0.

It was the consensus of Commissioners to have Kopriva provide proposed motions with criteria based on discussions, for Section 5-3 Spatial Requirements and Section 9-7 Multi-Family Development at the next Planning Commission meeting.

Pontius moved, Feringa seconded, CARRIED, to add special land use for multi-family dwellings to the South Business district under Table 6-2, and to schedule a public hearing at the next Planning Commission meeting. Ayes: 4, No: 0.

b. ADU definition

Ostrowski moved, Feringa seconded, CARRIED, to schedule a public hearing for the next Planning Commission meeting to amend the ADU definition of the Zoning Ordinance, as follows:

Section 9-2 A. Size. Accessory dwellings shall not exceed 800 square feet. Ayes: 4, No: 0.

Add D. Number. Only one (1) accessory dwelling unit shall be permitted per parcel.

Public comment

Public comments were made by Larry Mawby and Lois Bahle.

Reports

The Zoning Administrator Report was submitted to Planning Commissioners.

Good of the Order

Ostrowski voiced concerns that Planning Commissioners reasonings are not being represented well by Suppes during Village Council meetings and request Suppes provide better background to Council members regarding Planning Commission matters.

Pontius stated that he believes joint meetings with other boards are in the works.

Kopriva stated she would not be available for the May 10<sup>th</sup> meeting.

The next regular meeting will be held on May 10<sup>th</sup>, at 5:00 p.m.

The meeting adjourned at 6:11 p.m.

Meeting minutes submitted by Shar Fay, Clerk.

STATE OF MICHIGAN  
COUNTY OF LEELANAU

VILLAGE OF SUTTONS BAY

The Village of Suttons Bay Planning Commission will hold a public hearing at the Village office meeting room located at 420 Front Street, Suttons Bay at their Commission Meeting scheduled for Wednesday, May 10, 2023 at 5:00 P.M. regarding the following text amendments:

Section 9-2 Accessory Dwelling

To amend 9-2 A in its entirety to read:

A. Size. Accessory dwelling units shall not exceed 800 square feet.

To Add: D. Number. Only one (1) accessory dwelling unit shall be permitted per parcel.

Information regarding the request may be examined by contacting the Office of Planning & Zoning at the Village of Suttons Bay, during regular business hours of 8:00 a.m. – 4:00 p.m., Monday through Thursday, and 8:00 a.m. – Noon on Friday, at 231-271-3051. Comments or questions may be sent by email to [suttonsbay@suttonsbayvillage.org](mailto:suttonsbay@suttonsbayvillage.org); or to Village of Suttons Bay, PO BOX 395, Suttons Bay, Michigan 49682.

STATE OF MICHIGAN  
COUNTY OF LEELANAU

VILLAGE OF SUTTONS BAY

The Village of Suttons Bay Planning Commission will hold a public hearing at the Village office meeting room located at 420 Front Street, Suttons Bay at their regular planning commission meeting scheduled for Wednesday, May 10, 2023 at 5:00 P.M. regarding the following text amendments:

- 1) Section 5-2 Table of Uses-to allow for Multi-Family Dwellings as a special use in the South Gateway District.
- 2) Section 6-2 Table of Uses to allow for Multi-Family Dwellings as a special use in the South Business District.

Information regarding the request may be examined by contacting the Office of Planning & Zoning at the Village of Suttons Bay, during regular business hours of 8:00 a.m. – 4:00 p.m., Monday through Thursday, and 8:00 a.m. – Noon on Friday, at 231-271-3051. Comments or questions may be sent by email to [suttonsbay@suttonsbayvillage.org](mailto:suttonsbay@suttonsbayvillage.org); or to Village of Suttons Bay, PO BOX 395, Suttons Bay, Michigan 49682.

project memorandum

B R *i*  
Beckett&Raeder

Landscape Architecture  
Planning, Engineering &  
Environmental Services

Date: 05.04.2023  
From: Sara Kopriva, AICP  
To: Suttons Bay Planning Commission  
RE: **Public Hearing**  
**Section 9-2 Accessory Dwelling**

*i*  
initiative

**Action:** Motion to recommend **approval/approval with changes/denial** of the zoning ordinance amendment to section 9-2 Accessory Dwelling, to Village Council, as it **meets/does not** meet the criteria of Section 18-3(c) of the Zoning Ordinance.

Village Council previously denied a zoning amendment to section 9-2 regarding accessory dwellings due to the previous enforcement of the section and the desire to require an owner on the property. Upon further review, the Planning Commission decided to clarify that only one accessory dwelling is permit per parcel and also increase the maximum square feet of the unit to 800 sq ft throughout the village. (Increasing from 600 sq ft to 800 sq ft in the CR, NV, SFWF, SG, NG, and BV districts)

Changes to the section are shown in red below.

#### Section 9-2 Accessory Dwelling

A. Size. Accessory dwellings **in the Central Residential District (CR), Newer Village Residential (NV), Single Family Waterfront (SFWF), South Gateway (SG), North Gateway (NG), and Bay View (BV) Districts shall not exceed 600 square feet. Accessory dwellings in the Hillside Residential (HR) District shall not exceed 800 square feet.**

B. Setbacks. Accessory dwellings are subject to the setback and height requirements for principal buildings within the applicable zoning district.

C. Owner-occupancy. The owner of the parcel where an accessory dwelling exists shall reside on the property.

**D. Number. Only one (1) accessory dwelling unit shall be permitted per parcel.**

Following the public hearing the planning commission will need to review the amendment against the criteria listed in Section 18-3(C) of the Zoning Ordinance. Below are proposed findings that are a starting point for the Planning Commission to consider but feel free to amend or change as you see fit.

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### Evaluation of Proposed Text Amendment

Below is an evaluation of the proposed Zoning Ordinance amendment based on the criteria for text amendments set forth in Sec. 18-3(C). (Evaluation in *italics*):

1. The proposed text amendment would clarify the intent of the ordinance.  
*The amendment will clarify the intent of the ordinance to limit the inappropriate overcrowding of land and ensure the uses of land are situated in appropriate locations.*
2. The proposed text amendment would correct an error or oversight in the ordinance.  
*The amendment would correct and clarify the number of accessory dwelling units allowed per parcel.*
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.  
*The proposed text amendment is not in response to any State legislation, recent case law or opinions from the Attorney General.*
4. The proposed text amendment would promote compliance with changes in other County, State or Federal regulations.  
*The proposed amendment would not promote compliance with changes in other County, State or Federal regulations.*
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.  
*The proposed amendment does not add use to the district but will help to better define and keep with the character with the range of uses in the districts by limiting the number of accessory dwelling units allowed.*
6. The amendment will not create incompatible land uses within a zoning district, or between adjacent districts.  
*The proposed uses does not appear to create incompatible land uses within the zoning since it is a residential use.*
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.*

 initiative

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

*It is currently unknown whether the proposed change is consistent with the Village's ability to provide adequate public facilities. The Village is in the process of determining the available capacity of public water and sewer. There is a potential that the increased density will not be able to be developed should the Village find out that the public water and/or sewer system cannot support the addition units.*



*initiative*

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 is consistent with the Village's desire to protect the public health, safety and welfare of the community.*

Date: 05.04.2023

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

RE: **Public Hearing**  
**Section 5-2 Multi-Family Housing in South Gateway** Amendment



**Action:** Motion to recommend **approval/approval with changes/denial** of the zoning ordinance amendment to add multi-family housing to the South Gateway District, as a special use, to Village Council, as it **meets/does not meet** the criteria of Section 18-3(c) of the Zoning Ordinance.

Following return of this amendment from Village Council to the Planning Commission, the Planning Commission discussed the concerns of the Council and changed the proposed amendment to allow multi-family housing in the South Gateway District with a Special Use Permit. The proposed text is below.

**Table 5-2 Schedule of Uses: Mixed Use Districts**

Use	CB	NB	SG	BV	Specific Conditions
<b>RESIDENTIAL</b>					
<b>Dwellings, multi-family</b>			<b>SLU</b>	<b>P</b>	Section 9-7

Tonight is a public hearing on the proposed amendment as changed. Following the public hearing, the Planning Commission will need to review the amendment against the criteria listed in Section 18-3(C) of the Zoning Ordinance. Below are proposed findings that are a starting point for the Planning Commission to consider but feel free to amend or change as you see fit.

1. The proposed text amendment would clarify the intent of the ordinance.  
*The intent of the South Gateway zoning district "accommodates a mix of residential and commercial uses while maintaining residential neighborhood design characteristics to the south of the CBD." The text amendment would accommodate a greater range and mix of residential uses within the SG zoning district but may not maintain residential neighborhood design characteristics desired in the SG zoning district.*

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

*The amendment would not correct an error or oversight.*

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.

*The proposed text amendment is not in response to any State legislation, recent case law or opinions from the Attorney General.*



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

*The proposed amendment would not promote compliance with changes in other County, State or Federal regulations.*

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.

*The SG district "accommodates a mix of residential and commercial uses while maintaining residential neighborhood design characteristics to the south of the CBD." The proposed amendments would accommodate a mix of various residential uses with the inclusion of multi-family housing and allow for greater flexibility in building design for increasing the maximum number of stories in the SG district, as well as a variety of density to support the CBD.*

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

*The proposed uses does not appear to create incompatible land uses within the zoning since it is a residential use. However, several SG properties appear to be within or adjacent to the village's Conservation Future Land Use Overlay in the Suttons Bay Joint Master Plan, as well as adjacent to several parcels within the Public Lands zoning district. Additional standards to mitigate potential adverse impacts may be appropriate. Care should be taken on environmentally sensitive lands.*

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 is compatibility with the Joint Master Plan and 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.

*It is currently unknown whether the proposed change is consistent with the Village's ability to provide adequate public facilities. The Village is in the process of determining the available capacity of public water and sewer. There is a potential that the increased density will not be able to be developed should the Village find out that the public water and/or sewer system cannot support the addition units.*

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 is consistent with the Village's desire to protect the public health, safety and welfare of the community.*



*initiative*

Date: 05.04.2023  
From: Sara Kopriva, AICP  
To: Suttons Bay Planning Commission  
RE: **Public Hearing**  
**Section 6-2 Multi-Family Housing in South Business** Amendment

i  
initiative

**Action:** Motion to recommend **approval/approval with changes/denial** of the zoning ordinance amendment to add multi-family housing to the South Business District, as a special use, to Village Council, as it **meets/does not meet** the criteria of Section 18-3(c) of the Zoning Ordinance.

During discussions about multi-family housing in the South Gateway district, the Planning Commission discussed adding multi-family housing to the South Business district as well. The proposed text is below.

**Table 6-2 Table of Uses: Commercial and Industrial Districts**

Use	SB	WI	Specific Conditions
Residential Uses			
<b>Dwellings, Multi-Family</b>	<b>SLU</b>		Section 9-7

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Current Future Land Use Map

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The future land use map delineates the areas that are currently zoned as South Business as General Commercial. Currently there are no residential uses allowed in the South Business District.

Tonight is a public hearing on the proposed amendment as changed. Following the public hearing, the Planning Commission will need to review the amendment against the criteria listed in Section 18-3(C) of the Zoning Ordinance. Below are proposed findings that are a starting point for the Planning Commission to consider but feel free to amend or change as you see fit.

1. The proposed text amendment would clarify the intent of the ordinance. *The intent of the South Business zoning district is "primarily to accommodate a range of retail and service uses serving the broader needs of the community and the motoring public. Large scale retailers, auto-related businesses and similar uses not generally appropriate for other commercial districts will be permitted." The amendment does not clarify the intent of the ordinance.*

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

*The amendment would not correct an error or oversight.*

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.

*The proposed text amendment is not in response to any State legislation, recent case law or opinions from the Attorney General.*



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

*The proposed amendment would not promote compliance with changes in other County, State or Federal regulations.*

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.

*This amendment will add a use to the district that is not fully consistent with the intent of the district since it is adding a residential use to a commercial district.*

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

*The use of multi-family housing is more compatible with other zoning districts and may create incompatible land uses in the commercial district. The South Business district is one of the most intense commercial districts allowing for potentially noisy and incompatible hours by the residential use.*

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 proposed change is not supported by the future land use map in the Master Plan.*

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

*It is currently unknown whether the proposed change is consistent with the Village's ability to provide adequate public facilities. The Village is in the process of determining the available capacity of public water and sewer. There is a potential that the increased density will not be able to be developed should the Village find out that the public water and/or sewer system cannot support the addition units.*

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 is not consistent with the Village's desire to protect the public health, safety and welfare of the community.*



*initiative*

Date: 05.04.2023  
 From: Sara Kopriva, AICP  
 To: Suttons Bay Planning Commission  
 RE: **Section 5-3 3 story maximum** amendment

 initiative

**Action:** Motion to recommend **approval/approval with changes/denial** of the zoning ordinance amendment to increase the maximum stories to 3 stories in the South Gateway district, to Village Council, as it **meets/does not** meet the criteria of Section 18-3(c) of the Zoning Ordinance.

Following the return of this amendment from Village Council to the Planning Commission, the Planning Commission discussed and made no changes to the proposed amendment. Since there have been no changes since the last public hearing, a new public hearing is not required.

**Section 5-3**

Table 5-3 Spatial Requirements- Mixed Use Districts				
Zoning District	CB	NG	SG	BV
Stories- Maximum (number)	1 min., 3 max.	1 ½ min., 2 max.	1 ½ min., 2 ½ max.	1 ½ min., 2 ½ max.

The Planning Commission will need to review the amendment against the criteria listed in Section 18-3(C) of the Zoning Ordinance. Below are proposed findings that are a starting point for the Planning Commission to consider but feel free to amend or change as you see fit.

**Evaluation of Proposed Text Amendment**

Below is an evaluation of the proposed Zoning Ordinance amendment based on the criteria for text amendments set forth in Sec. 18-3(C). (Evaluation in *italics*):

1. The proposed text amendment would clarify the intent of the ordinance.  
*The intent of the South Gateway zoning district "accommodates a mix of residential and commercial uses while maintaining residential neighborhood design"*

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*characteristics to the south of the CBD.” The text amendment would accommodate a greater range and mix of residential uses within the SG zoning district.*

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

*The amendment would not correct an error or oversight.*

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.

*The proposed text amendment is not in response to any State legislation, recent case law or opinions from the Attorney General.*

 initiative

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

*The proposed amendment would not promote compliance with changes in other County, State or Federal regulations.*

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.

*The proposed amendment does not add use to the district and is not increasing the overall height of the structure allowed.*

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

*The proposed uses does not appear to create incompatible land uses within the zoning since it is a residential use.*

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.

*It is currently unknown whether the proposed change is consistent with the Village's ability to provide adequate public facilities. The Village is in the process of determining the available capacity of public water and sewer. There is a potential that the increased density will not be able to be developed should the Village find out that the public water and/or sewer system cannot support the addition units.*

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 is consistent with the Village's desire to protect the public health, safety and welfare of the community.*



*initiative*

*project memorandum*

Date: 05.04.23  
 From: Sara Kopriva, AICP  
 To: Suttons Bay Planning Commission

RE: **Section 9-7 Remove 8 unit per Building** Amendment

  
*initiative*

**Action:** Motion to recommend **approval/approval with changes/denial** of the zoning ordinance amendment to remove 8 unit per building maximum from Section 9-7, as a special use, to Village Council, as it **meets/does not** meet the criteria of Section 18-3(c) of the Zoning Ordinance.

Following the return of this amendment from Village Council to the Planning Commission, the Planning Commission discussed and made no changes to the proposed amendment. Since there have been no changes since the last public hearing, a new public hearing is not required.

**Section 9-7 Multi-Family Development**

- A. *Maximum Units.* **Eight (8) units per structure** Maximum **and** 18 units per acre gross density.
- B. *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.

The Planning Commission will need to review the amendment against the criteria listed in Section 18-3(C) of the Zoning Ordinance. Below are proposed findings that are a starting point for the Planning Commission to consider but feel free to amend or change as you see fit.

**Evaluation of Proposed Text Amendment**

Below is an evaluation of the proposed Zoning Ordinance amendment based on the criteria for text amendments set forth in Sec. 18-3(C). (Evaluation in *italics*):

- The proposed text amendment would clarify the intent of the ordinance.  
*The intent of the zoning ordinance is to allow for a variety of housing choices in the Village and protect the public health, safety and welfare of the residents and visitors. The amendment does not increase the overall density allowed on a property, it removes the limits of how many dwelling units can be a building to meet the density.*

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

*The amendment would not correct an error or oversight.*

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.

*The proposed text amendment is not in response to any State legislation, recent case law or opinions from the Attorney General.*

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

*The proposed amendment would not promote compliance with changes in other County, State or Federal regulations.*

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.

*This amendment does not add a use to a district.*

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

*The amendment does not add a use to a district but remove a requirement for construction. Multi-family dwellings are currently allowed in the Waterfront Condominium (WC) district and Bay View (BV) and proposed in South Gateway (SG) and South Business (SB).*

*Typically lots are smaller in the Village but there would be opportunities for larger lots to have one building with many units which may create a look and character, incompatible with adjacent uses. For example, a 3 acres lot under the current ordinance would be able to have 54 units but a maximum of 8 units per building. As proposed under this amendment, the developer could choose to have all 54 units in one building.*

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 appear to be any conflict with any other reports, studies, or other documents.*

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initiative

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

*It is currently unknown whether the proposed change is consistent with the Village's ability to provide adequate public facilities. The Village is in the process of determining the available capacity of public water and sewer. There is a potential that the increased density will not be able to be developed should the Village find out that the public water and/or sewer system cannot support the addition units.*

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 is consistent with the Village's desire to protect the public health, safety and welfare of the community.*



*initiative*

		<b>VILLAGE OF SUTTONS BAY</b> ZONING REPORT	
Prepared:	05/05/2023	Pages:	1 of 1
Meeting:		Attachments:	0 <input type="checkbox"/>
Subject:	Zoning Report		

**LAND USE PERMITS ISSUED**

DATE	TOTAL	NEW HOMES	ADU	ALTERATIONS ADDITIONS	ACCES. STRUC T.	FENCE	COMMERCIAL & SIGNS
April 2023	5	0	0	1	1	0	3
Year To Date	8	0	0	1	1	0	6

- LUP 2023-04 Stair/Deck Addition – Jefferson St.
- LUP 2023-05 Detached Garage – St. Joseph St.
- LUP 2023-06 Sign – 45<sup>th</sup> Parallel Café
- LUP 2023-07 Sign – Ride Leelanau
- LUP 2023-08 Sign – Wild Lettie

Two Land Use Permits currently in progress.

**STAFF REPORT:**

- ZBA Meeting on Administrative Appeal – April 19<sup>th</sup> – ZBA upheld the ZA determinations.
- Application received to the ZBA for dimensional variances at the Friendship Center, to allow for an addition. ZBA hearing is scheduled for May 17<sup>th</sup>.
- Inquiries on accessory dwellings.
- Many inquiries on zoning requirements and standards.
- Preliminary review of new home layout.
- FEMA Flood Plain Map updates and ordinance.

**FUTURE ACTION REQUESTED:**

- At some point, the zoning ordinance needs to define the Lake Michigan Setback reference point. A definition was not included in the current ordinance. The ZBA determined that the reference line is now the Lake Michigan Historic High Water Mark, as defined in a previous version of the zoning ordinance. The PC may also want to consider using the Ordinary High Water Mark, as defined by the State of Michigan.