



## VILLAGE OF SUTTONS BAY

### Via Remote Access

Village Planning Commission

420 Front Street, Suttons Bay

October 13, 2021 at 5:00 pm

### Agenda

**The meeting will be held by** Electronic Remote Access, in accordance with Public Act 228 of 2020 Article 3(2) and Resolution 1 of 2021 Declaration of State of Emergency. 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 -September 29, 2021
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. Draft Community Survey -Final Review
  - b. S. Gateway Design Standards-Set Public Hearing
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 November 10, 2021
13. Adjournment

Village of Suttons Bay is inviting you to a scheduled Zoom meeting.

Topic: Village of Suttons Bay Planning Commission 10-13-2021

Time: Oct 13, 2021 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81206694351?pwd=Nzh6YnhzYkZ5R1INZkpRTGZIM2FwZz09>

Meeting ID: 812 0669 4351

Passcode: 650415

One tap mobile

+13017158592,,81206694351#,,,,\*650415# US (Washington DC)

+13126266799,,81206694351#,,,,\*650415# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 812 0669 4351

Passcode: 650415

Find your local number: <https://us02web.zoom.us/j/keFoJt7vd1>



VILLAGE OF SUTTONS BAY  
PLANNING COMMISSION  
MEETING MINUTES OF SEPTEMBER 29, 2021

The meeting was called to order at 5:00 p.m.

Present: Hetler, Hylwa, Ostrowski, Pontius, Smith and Suppes  
Absent: Danielson  
Staff present: Fay, Kopriva, and Petroskey

Approval of Agenda

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

Approval of Minutes

Suppes moved, Ostrowski seconded, CARRIED, to approve the August 11, 2021, Planning Commission meeting minutes, with an affirmative unanimous roll call vote. Ayes: 6, No: 0.

Public Comment

Lois Bahle asked if the Draft survey in the packet is a final. It is not, it is an updated draft. Bahle referred to question one noting five extra boxes. The draft will be cleaned up. She stated she believes the last two questions belong in the business survey.

Draft Community Survey

Kopriva states the format is difficult to work with but that the final version will be cleaned up, such as boxes, bolding and fonts, renumbering. Kopriva referred back to her Master Plan memo in the packet and further stated that once the Master Plan consultant is hired, that individual may have further comments/changes based on their past experience. There will be an opportunity for further comments as well as input sessions from the public.

Commissioners discussed and recommended the following:

- Questions #6 – Typo. Just need reformatted.
- Question #12 - Add work force housing and the lack thereof, relative to Zoning. Is this a better question for the business survey? Kopriva states it is her understanding these issues are being dealt with separately and elsewhere outside of the survey.

Commissioners asked to know where it is being dealt with. Kopriva states she will check with the Manager about the housing component.

- Question #13 – Add festivals and events. In addition, boxes should read, yes, but only during festivals and events, No, and Unsure.
- Question #18 - What kind of rental is being referred to? Be specific. Short or long term? Short term rentals should be defined, such as, less than 30 days.
- Adding questions about schools were discussed, how it affects land use, and its relevance to the Master Plan. Kopriva states survey questions are based upon sectors of the economy that could be expanded based on population and numbers.
- It was the consensus of Commissioners to remove the question regarding parking meters.
- Question #20 – Reconstruct the question to read: Would you be willing to pay a tax or assessment to finance the construction and maintenance of public bathrooms in the Village? The question is applicable to both the residential and business survey.
- Commissioners requested Kopriva ask the Manager if curbside recycling has been explored.

Kopriva will put together another revision and have it available at the next Planning commission meeting.

#### S. Gateway Design Standards

Kopriva referred to her report noting the only real change is in Section 5.7, commercial uses only. The standards in Section 5-6 would apply to N. Gateway and residential in S. Gateway, essentially replacing 5-7 with that proposed language. It removes the deviation language and replaces it with commercial use in S. Gateway.

#### Section 5-7

C1. Roofs – There is a missing word following “shall”.

E1. Walls – Add, wood and/or brick or stone

F1. Accessory Structures – Orientation – Add, entry doors shall be oriented toward the back alley. Add, if no alley exists, the entry doors should orient toward the side or rear.

G. Trash Storage – Typo, change form to from.

I. Loading – Add the word area to Loading area. Kopriva will reconstruct this section.

Kopriva will provide a revision at the next Planning Commission meeting.

#### Public Comment

Lois Bahle commented on curbside recycling, and believes site plan reviews of multiple units should include a recycling component. Bahle suggests adding work force housing to the survey and also suggests to initiate a TIF district in the DDA for bathrooms. She would like to see the bathrooms open through the end of October. Bahle suggests a Village business delegate a small space for public bathrooms and a Visitors center with a private entry.

#### Reports

Village Council Updates – Suppes stated the issue of Short-Term Rental and state control has been tabled, noting a survey that preferred local control of Short-Term Rentals versus the State of Michigan gaining control of STR's.

#### Good of the Order

Ostrowski remarked about the temporary move of the recycling bins. Hetler requested Ostrowski obtain an update on the recycling location.

Hetler further requested Hylwa obtain an update on the closure of the public bathrooms, and suggests they remain open until November 1<sup>st</sup>.

#### Announcements

The next Planning Commission meeting date is October 13, 2021 at 5:00 p.m.

#### Adjournment

Smith moved, Ostrowski seconded, CARRIED, the adjourn the meeting. The meeting adjourned at 6:21 p.m. Ayes: 6, No: 0.

Meeting minutes submitted by Shar Fay, Village Clerk.

I. *Exterior Areas.*

1. Outdoor Temporary Display Areas. Temporary outdoor display areas are permitted outside of public right-of-way, limited to the area within three (3) feet of the façade of the building to which it is accessory and shall not extend into adjoining sites. A minimum five (5) foot wide walking zone along the sidewalk and leading to the entrance to the establishment shall be maintained so that pedestrian circulation and access to the building is not impaired. Alternate locations may be approved where pedestrian circulation or entrances to building are not impaired.
2. Public Amenities. Space for bike racks, benches and similar uses/activities may be permitted, provided a minimum five (5) foot sidewalk clear area is provided and that Michigan Department of Transportation approval is received, if proposed within the state right-of-way.
3. Public Art. Public art is encouraged and may be located in appropriate areas without regard to setbacks, provided that clear vision at corners is maintained.

**Section 5-6  
Requirements**

**North Gateway (All Uses) & South Gateway (Residential Uses) Form**

The reuse or redevelopment of residential structures or the construction of residential style buildings is encouraged and a complementary residential development pattern that is based on traditional neighborhood design principles is outlined in this section. This section ensures that a consistent architectural character is maintained and the street is neither dominated nor defined by imposing garages, accessory structures or other architectural features that detract from the front façade of a building. Further, as expressed by traditional architectural forms, defined building entrances, window openings, materials and heights, new structures can be designed to blend with existing homes and businesses, thereby enhancing the character of the zoning districts that serve as gateways to the CB district.

A. *Facades.*

1. Parallel to Street. The front building façade shall be parallel to the adjacent front street.
2. Porches. Principal buildings shall include front or side porches.
  - a. Front porch. A projecting covered porch shall be open on at least two (1) sides, one (1) being the front.
  - b. Side Yard Porch. A projecting covered side yard porch shall be open on at least two (2) sides, one (1) being the front, with a front building line of the porch no further back than five (5) feet from the front building line of the building façade.

B. *Vernacular.* All buildings will be designed to reflect the historic local vernacular building tradition within the gateway districts (SG and NG), however, a mixture of housing and building types with common elements is encouraged. Building design and architecture shall be residential in character with articulation, massing, height and proportion similar to traditional American homes.

C. *Roofs.*

1. Type. Roofs shall be hip or gable. Shed roofs are permitted for additions or porches. Mansard, gambrel and flat roofs are prohibited.
2. Overhangs. Roof overhangs shall a minimum one (1) foot overhang at the eave and rake.

3. Eaves. Simple eaves and exposed rafter tails are encouraged.
  4. Pitch. Roof pitch must be greater than or equal to 8/12.
- D. *Windows*. Windows facing streets are subject to the following conditions:
1. Type. Windows shall be double hung with first story windows equal to or taller than upper story windows.
  2. Proportion. Window openings shall have vertical proportions or shall be square.
  3. Sills. All windows fronting streets shall have sills.
  4. Shutters. When used, shutters shall be sized equal to half the width of the window and be the same height of the window.
- E. *Walls*.
1. Materials. 80 percent of exterior walls shall be clad in wood or cementitious siding. The remaining may be brick or stone, or other comparable materials acceptable to the Administrator.
  2. Style. Siding may be horizontal lap, ship-lap or vertical board and batten.
- F. *Garages*.
1. Orientation. If an alley exists, garages shall be oriented toward back alleys.
  2. Loading. If no back alley exists, garages are encouraged to be rear-loaded or side-loaded. If garage doors are oriented toward the primary street frontage, they must be positioned at least five (5) feet behind the primary façade of a house. The total width of garage door openings shall not exceed 40 percent of the total width of any street-facing elevation of the house. On a corner lot, a garage facing a secondary street may be flush with the secondary side elevation or behind.

### Section 5-7 South Gateway (Commercial Uses Only) Form Requirements

The reuse or redevelopment of residential structures or the construction of new residential appearing buildings for commercial uses are encouraged. This section ensures that a consistent architectural character is maintained for all new buildings. Further, as expressed by traditional architectural forms, defined building entrances, window openings, materials and heights, new structures can be designed to blend with existing homes and businesses, thereby enhancing the character of the zoning districts that serve as gateways to the CB district. The following requirements shall be required for new commercial buildings. Commercial change of use or building additions are encouraged to incorporate residential features into their development as reasonably practical with the design of the existing building. The Planning Commission shall determine if the intent of the residential character is being maintained during their review.

- A. *Facades*.
1. Parallel to Street. The front building façade shall be parallel to the adjacent front street.
- B. *Vernacular*. All new commercial structures shall be designed as to reflect a rustic residential character that resembles that of a modern beam or timber frame construction.
- C. *Roofs*.
1. Overhangs. Roof overhangs shall **have** a minimum one (1) foot overhang at the eave and rake.

2. Eaves. Simple eaves and exposed rafter tails are encouraged.
- D. *Windows*. Windows facing streets are subject to the following conditions:
1. Type. Windows shall be designed with large windows to emphasize the front façade and resulting in an expansive windowed first floor.
- E. *Walls*.
1. Materials. Exterior walls shall be a combination of the following materials clad in wood, brick or stone, and/or other comparable materials acceptable to the Administrator to reflect the residential character described in (b) above.
- F. *Accessory Structures*. If an alley exists, accessory structure overhead doors shall be oriented toward back alleys. If there is no ally, overhead doors shall not face the street.
- G. *Trash Storage*. All trash storage shall be screened from view from the streets by means of fence or shrubbery that is a minimum of 4 ft in height.
- H. *Parking*. Parking areas shall be located to the side or rear of the buildings and screened from view from adjacent parcels and streets.
- I. *Loading Areas and Docks*. If an alley exists, accessory structure overhead doors shall be oriented toward back alleys. If there is no ally, overhead doors shall not face the street.

