



VILLAGE OF SUTTONS BAY

Planning Commission

420 N. Front Street, Suttons Bay, MI 49682

October 21, 2026, 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 September 16, 2026 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
 - A. 2026 Driveway Amendment Language
8. New Business
 - A. Mapping for Potential Housing Areas
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 November 18, 2026 (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 as soon as possible.



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
REGULAR MEETING
Meeting Minutes of September 16, 2026
420 N. Front Street
Suttons Bay, MI 49682

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

Present: D. Smith, Pontius, Hylwa, Feringa, Hetler
Absent: F. Smith, Campbell
Staff present: Kopriva via phone, Patmore & Petroskey
Guests: 0

Approval of Agenda

R. Hylwa moved, D. Smith seconded, to approve the agenda as presented.
Ayes: 5, No: 0

Conflict of Interest: None

Approval of Minutes

Hylwa moved, D. Smith seconded, CARRIED, to approve the Planning Commission meeting minutes of July 22, 2026 as presented. Ayes: 5, No: 0.

Public Comment/Written Communications: None

Old Business: None

New Business:

A. Driveway Standards:

Steve stated that he and the DPW Director continue to review the driveway standards. Patmore stated that they are coming at it from a two-prong approach-reviewing as it relates to zoning and as it relates to driveway construction standards. Steve noted that he and Dave agreed that a minimum/maximum width for a driveway should be stated in either the constructions standards or the zoning standards. Gail noted that the apron should not be included in the width adopted, as we don't need more impervious surface. Commission also recommended

Village of Suttons Bay – 420 N Front Street – P O Box 395 – Suttons Bay, MI 49682 – 231.271.3051
suttonsbay@suttonsbayvillage.org

that once these standards are developed the applicant should be able to find them in one place. Steve indicated that this is a project he and the DPW Director hope to work on over the winter months.

B. Mapping for Potential Housing

Sara provided the commission with criteria that the GIS team will be using to rate sites and include them in the calculations. Criteria identified were road access, downtown walkability, access to retail, public water/sewer, slopes, and environmental standards. Access to BATA and TART trail was also considered. Commission members added criteria such as vicinity of school, grocery, drug stores, and banks. Sara will take the comments from tonight and add them to the scoring for the GIS mapping.

Public Comment: None

Reports

- a. Zoning Administrator Report: Written report(s) submitted.
- b. ZBA Report: None
- c. Village Council Updates:
 - Debbie stated that the committee of the whole reviewed council conduct, points of order and general rules of the Council's adopted policy and procedures.

Good of the Order: Richard Hylwas talked about speed on St Mary's Street. It was noted that there is Sheriff Department speed sign on St Mary's.

Announcements: Next Regular Meeting October 21, 2026

- Update on GIS mapping

Meeting Adjourned at 5:50 pm

Motion by S. Feringa, second by D. Smith to adjourn. Ayes: 5, No: 0

Meeting minutes drafted by Dorothy Petroskey, Clerk.

Date: 10.15.2026
From: Sara Schroeder, AICP
To: Suttons Bay Planning Commission
Project: 2026-01 Access and Driveway Zoning Amendment

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Following the discussion at the September PC meeting, below are some edits to the zoning ordinance related to driveways. As previously noted, this amendment will need to be accompanied by driveway regulations for the DPW and will be a separate document. Items highlighted in yellow below are changes since the September meeting.

At the end of the document, there are sections of the current 2-4 regulations that will be moved to other portions of the ordinance (parking) or suggested to be included in the DPW regulations.

Section 2-4 Access, Driveways, and Private Streets

A. General.

1. Permits Required. In addition to a driveway permit from DPW, No individual, association, corporation or entity, either public or private, shall construct or extend a private driveway or street without first having obtained a zoning permit from the Village.
2. Jurisdiction. Any proposed private driveway or street must be permitted by the applicable public authority if intersecting with a public street. If the private driveway or street intersects an existing private street, written permission from the owners, private street association or other entity that owns the private street shall be submitted.
3. Access. Driveway entrances and exits to a parcel of land shall comply with the Village of Suttons Bay curb cut driveway requirements, and shall require a right-of-way permit when applicable. No new curb cuts are allowed on M-22 and St. Joseph Avenue in the CB and NG Districts. All driveways and parking areas in the Village shall be accessed from the alley when the property abuts an alley.
4. Occupancy Permits. No occupancy permit for a structure on a parcel accessed by a private driveway or street shall be approved until the driveway or street has been approved and inspected according to this section.

Beckett & Raeder, Inc.
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Sulphur 101
Aurora, MI 48103

Phonetic Office
113 Howard Street
Phonetic, MI 49770

Trinity Church Office
148 Edgewood Street
Sulphur 207
Trinity Church, MI 49684

Grand Rapids Office
100 Chas. E. Chas. Ave.
SW Sulphur 300
Grand Rapids, MI 49503

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734.663.6759 fx

231.347.2523 ph
231.347.2524 fx

231.933.8400 ph
231.944.1709 fx

616.585.1295 ph

5.4. Fire Department. Property access, driveways, and streets are subject to applicable fire codes.

B. *Application.* All applications for private driveways and streets shall be on an established application form and shall include any required fees, the required number of plans, the private easement and maintenance agreement (if applicable) and any other required information.

C. *Types and Approval Authority.*

1. Driveway and Shared Driveway. A driveway or shared driveway shall be reviewed and approved by the Administrator.

2. Private Street. A private street shall be reviewed by the Planning Commission, which shall make a recommendation to the Village Council. The Village Council shall provide final approval of private streets.

D. *Residential Driveway Requirements- Single-Family and Two-Family.*

~~1. Permitting. Driveways are subject to Village permitting and construction standards, including stormwater runoff design requirements.~~

~~2.1. Number and Location. The number and location of driveways, including horseshoe driveways with two (2) curb cuts, providing direct access to a public or private street shall be limited to two (2) curb cuts unless an exception is granted by DPW.~~

~~3.2. Location and Design. A driveway shall be permitted in the front or side yard~~ subject to the following:

a. The driveway surface and any connected pad shall be at least three (3) feet from a side lot line.

b. The driveway shall be positioned for direct access to the garage or carport. In the event a garage or carport does not exist, the orientation of the driveway shall be to the side or rear yard.

4.3. Shared Driveway Requirements.

a. Limitations. A shared driveway shall only be approved to provide the primary access from a road to two (2) contiguous lots, which because of their zoning, configuration, or other circumstance related to the land, cannot be or are unlikely to be split into future additional lots.

b. Design and Construction Requirements.

(1) The shared driveway shall be located within an easement with a minimum width of 20 feet.

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lg.lwclwlyh

- c. Application and Approval. Shared driveway applications shall be reviewed by the Zoning Administrator and Fire Chief.

Move to Parking Requirements Section 10-2. (E)

Parking. On-site parking of vehicles shall be restricted to improved parking areas, such as driveways, parking lots, garages, and carports.

Move to DPW Standards

Maintenance and Repairs of Sidewalks. Any and all repair of damage to sidewalks due to driveway and private street construction shall be the responsibility of the landowner.

Number of Curb Cuts. Shall not exceed those which have been determined by the Administrator to be necessary for proper and efficient traffic flow and that preserves the safety of pedestrians and motorists. In making this determination, the Administrator shall consider the posted speed limit on the street, the proximity of intersecting streets and driveways, and other circumstances determined relevant by the Administrator. A minimum of 2 curb cuts shall be permitted.

Surface. The driveway surface may be paved with a hard surface or may be aggregate (gravel). However, the following areas shall be paved:

- a. If no sidewalks, paved between street edge and right-of-way line.
- b. If sidewalks, paved from street edge to a point five feet interior of the inside edge.

Driveway Size. No driveway access shall exceed 12 feet in width for a distance of 10 feet from the edge of pavement, or where a sidewalk is required, for a distance of five (5) feet from back of sidewalk. The driveway shall not exceed 12 feet in width except that the driveway abutting the front elevation of a garage or carport may be of a width equal to width of the garage or carport space. That width may extend a sufficient depth to support placement of single row of vehicles outside of the garage or carport and then shall taper to 12 feet or less.

The driveway may include an attached pad for purposes of allowing vehicles exiting a garage, carport, or driveway to back-up and turn the vehicle in order to allow forward entry on to the street.

Entry and Exit. For driveway access onto M-22 and M-204, the access shall be designed and constructed so that vehicles can enter and exit the parcel in a forward moving direction of travel.

Share Driveways

The shared driveway shall have a minimum width of 10 feet of travel surface.

The shared driveway surface may be paved with a hard surface or may be aggregate (gravel).



Date: 10.16.2026

From: Dan Power, AICP

To: Sara Schroeder, AICP, Partner, Beckett & Raeder, Inc.
Village of Suttons Bay, Michigan Planning Commission

Project: Suttons Bay Housing Suitability Analysis

Remarks:



The Village of Suttons Bay is interested in exploring a study of housing suitability. We recommend basing this study on a broader spatial exploration of proximities, environmental obstacles, and utility and infrastructure limits that will influence the feasibility of constructing new housing, or of redeveloping existing housing developments. For the Planning Commission's consideration, we recommend commencing a housing feasibility analysis on the factors described in the list below. In this list, factors with a positive correlation for housing feasibility are marked with a "↑", and factors with a negative correlation for housing feasibility are marked with a "↓" symbol:

Positive Factors identified in this exercise include road access; walking distance to downtown (the Central Business District); public water, sanitary sewer, and road access; proximity to the TART Trail; proximity to the BATA bus stop; and walking distance to Hansen Foods.

Negative Factors include encroachment on the Suttons Bay shoreline; steep slopes; wetlands; and threats to densely forested areas.

This analysis is applied to all land in the Village of Suttons Bay that either currently falls within a zoning district where residential uses are permitted or falls land that is compatible with rezoning to a district that permits residential land uses according to the Village's adopted Future Land Use Map. Additionally, the analysis distinguishes currently-vacant parcels (those without buildings), and currently-improved parcels (those with buildings on them). This will serve to discern parcels with potential for new residential development from those with potential for redevelopment or housing expansion.

This exercise has produced an aggregate score for all land with residential potential to make informed decisions about where to promote context-appropriate housing options in the Village of Suttons Bay. For the Planning Commission's review, attached to this report, please find an Aggregate Housing Score Map along with maps that demonstrate the positive and negative factors that were used to create the aggregate score.

Beckett & Raeder, Inc.
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Suite 101
Ann Arbor, MI 48103

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148 East Front Street
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Traverse City, MI 49684

Grand Rapids Office
100 Cesar E. Chavez Ave
SW Suite 300
Grand Rapids, MI 49503

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734.663.6759 fx

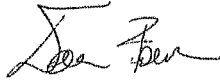
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231.347.2524 fx

231.933.8400 ph
231.944.1709 fx

616.585.1295 ph

Thank you for the opportunity to present this analysis.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Power".

Dan Power, AICP
Community Planner / GIS Specialist
Beckett & Raeder, Inc.



Aggregate Housing Suitability

Sources: Michigan GIS Open Data,
Village of Suttons Bay

 Village of Suttons Bay

 Parcel

 Currently-Developed Parcel

 Flood Hazard Zone

 Open Water

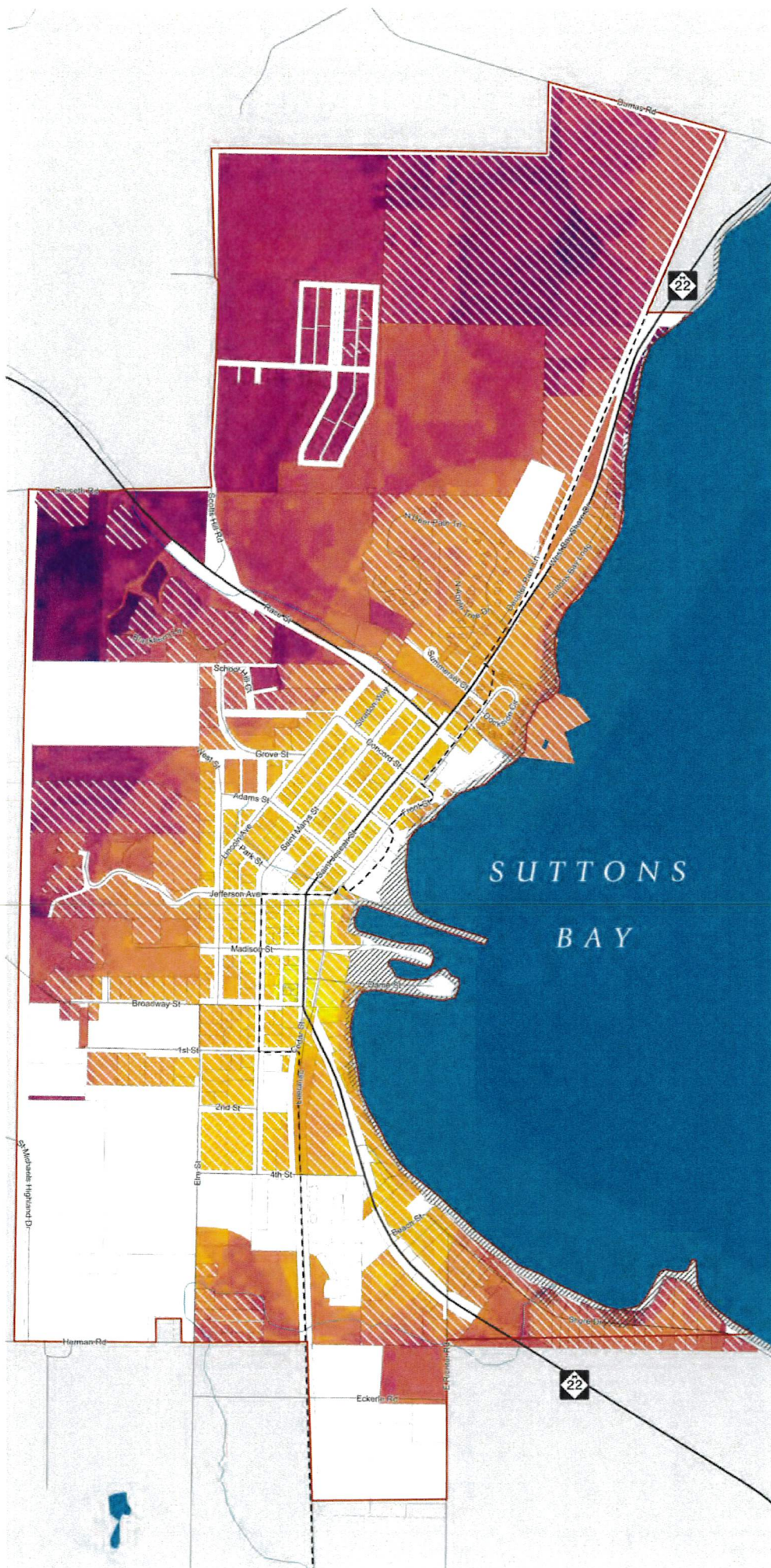
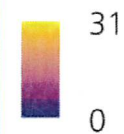
 TART Trail

 State Roads

 Other Roads

 Creeks, Streams or Rivers

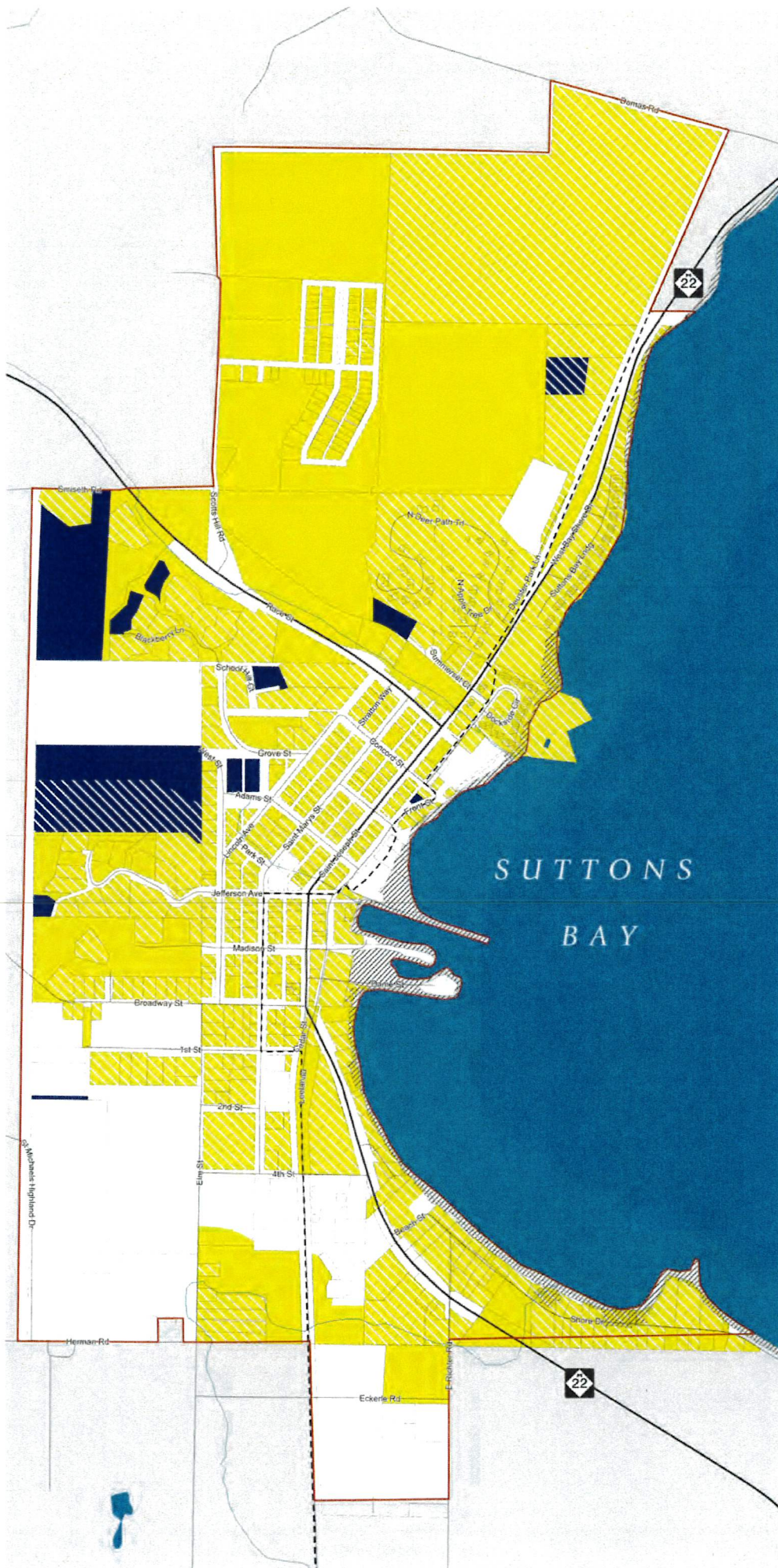
Aggregate Score



Public Road Access

Sources: Michigan GIS Open Data,
Village of Suttons Bay

-  Village of Suttons Bay
-  Parcel
-  Currently-Developed Parcel
-  Flood Hazard Zone
-  Open Water
-  TART Trail
-  State Roads
-  Other Roads
-  Creeks, Streams or Rivers
-  Parcel has direct road access (score = 3)
-  No direct public road access (score = 0)



Public Water Connectivity

Sources: Michigan GIS Open Data,
Village of Suttons Bay

 Village of Suttons Bay

Parcel

 Currently-Developed
Parcel

 Flood Hazard Zone

 Open Water

 TART Trail

 State Roads

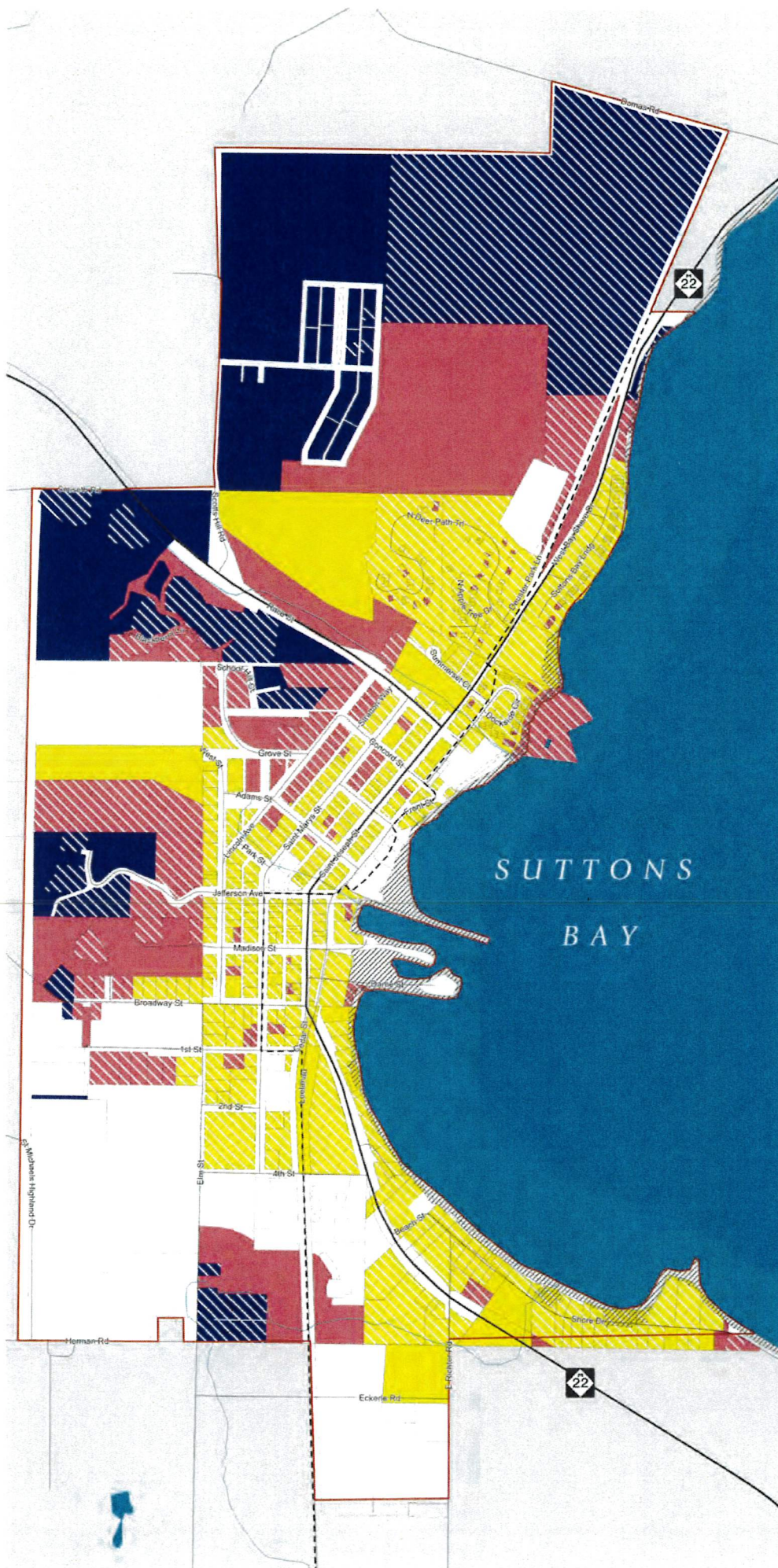
 Other Roads

 Creeks, Streams
or Rivers

 Public water main
reaches parcel
(score = 3)

 Public water main
reaches within 500'
(score = 2)

 No public water main
within 500'
(score = 0)



1,000

Feet

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Public Wastewater Connectivity

Sources: Michigan GIS Open Data,
Village of Suttons Bay

 Village of Suttons Bay

 Parcel
 Currently-Developed Parcel
 Flood Hazard Zone

 Open Water

 TART Trail

 State Roads

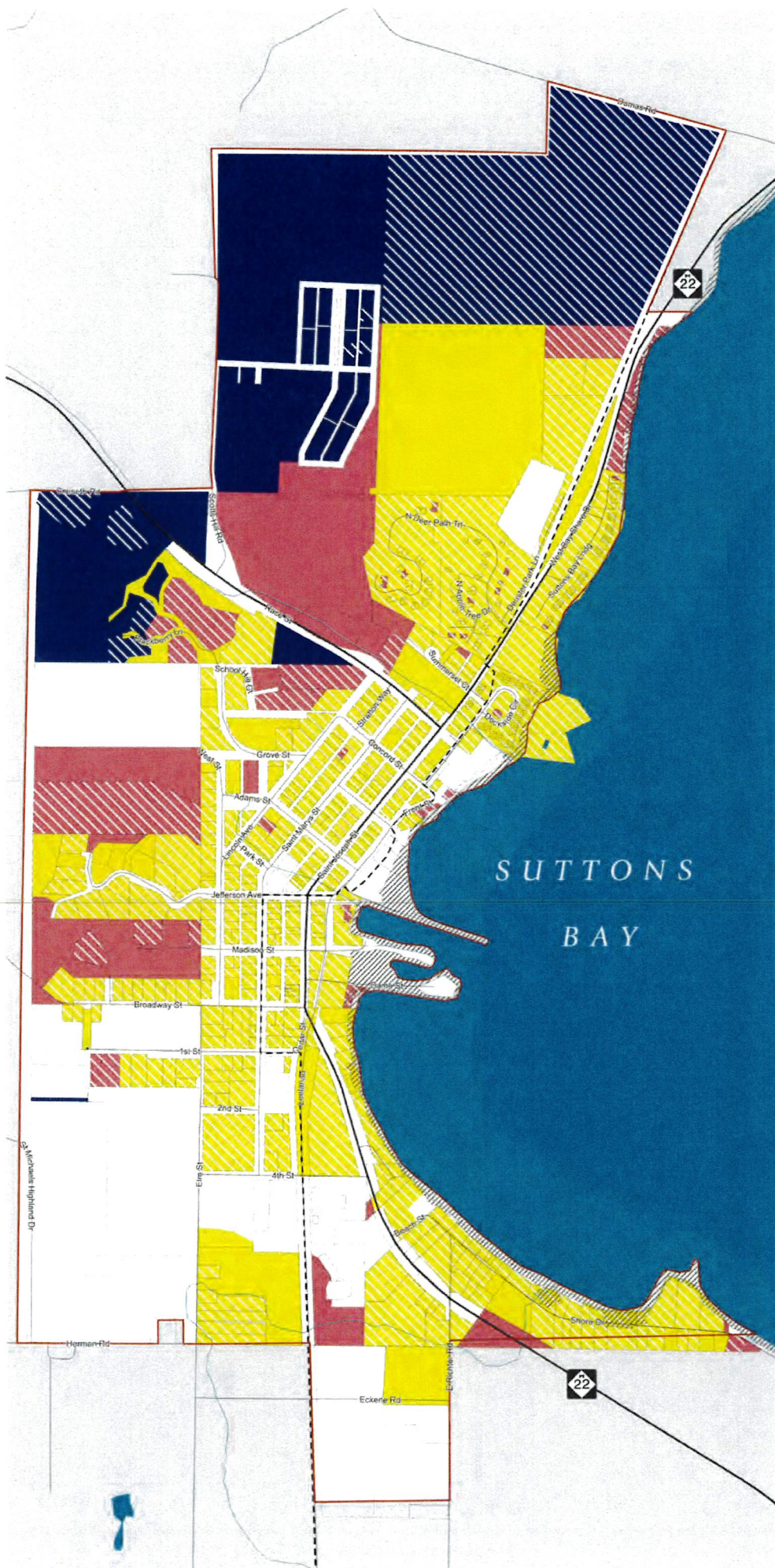
 Other Roads

 Creeks, Streams
or Rivers

 Public sanitary main
reaches parcel
(score = 3)

 Public sanitary main
reaches within 500'
(score = 2)

 No public sanitary
main within 500'
(score = 0)



Favorable Slope

Sources: Michigan GIS Open Data,
Village of Suttons Bay, USGS 2024

 Village of Suttons Bay

 Parcel

 Currently-Developed
Parcel

 Flood Hazard Zone

 Open Water

 TART Trail

 State Roads

 Other Roads

 Creeks, Streams
or Rivers

 Slopes up to 2%
(score = 3)

 Slopes between 2.01-
10% (score = 2)

 Slopes between
10.01-20% (score = 1)

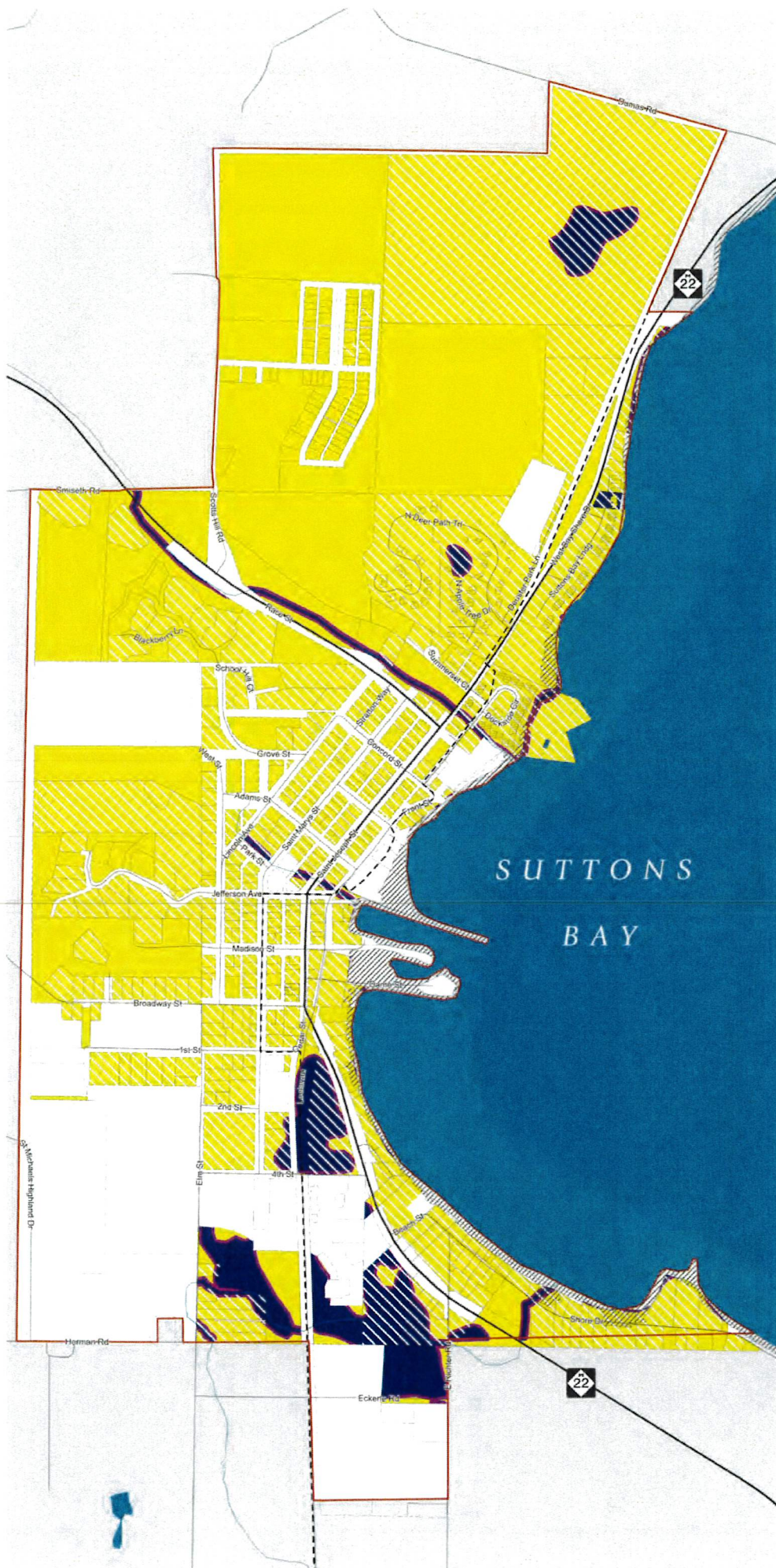
 Slopes exceeding 20%
(score = 0)



Wetland Protection

Sources: Michigan GIS Open Data,
Village of Suttons Bay, Michigan EGLE

- Village of Suttons Bay
- Parcel
- Currently-Developed Parcel
- Flood Hazard Zone
- Open Water
- TART Trail
- State Roads
- Other Roads
- Creeks, Streams or Rivers
- No wetlands (score = 3)
- Within 25' of wetlands (score = 1)
- Wetland (score = 0)



Tree Canopy Density

Sources: Michigan GIS Open Data, Village of Suttons Bay, USGS National Land Cover Data (NLCD), CONUS 2024

 Village of Suttons Bay

 Parcel

 Currently-Developed Parcel

 Flood Hazard Zone

 Open Water

 TART Trail

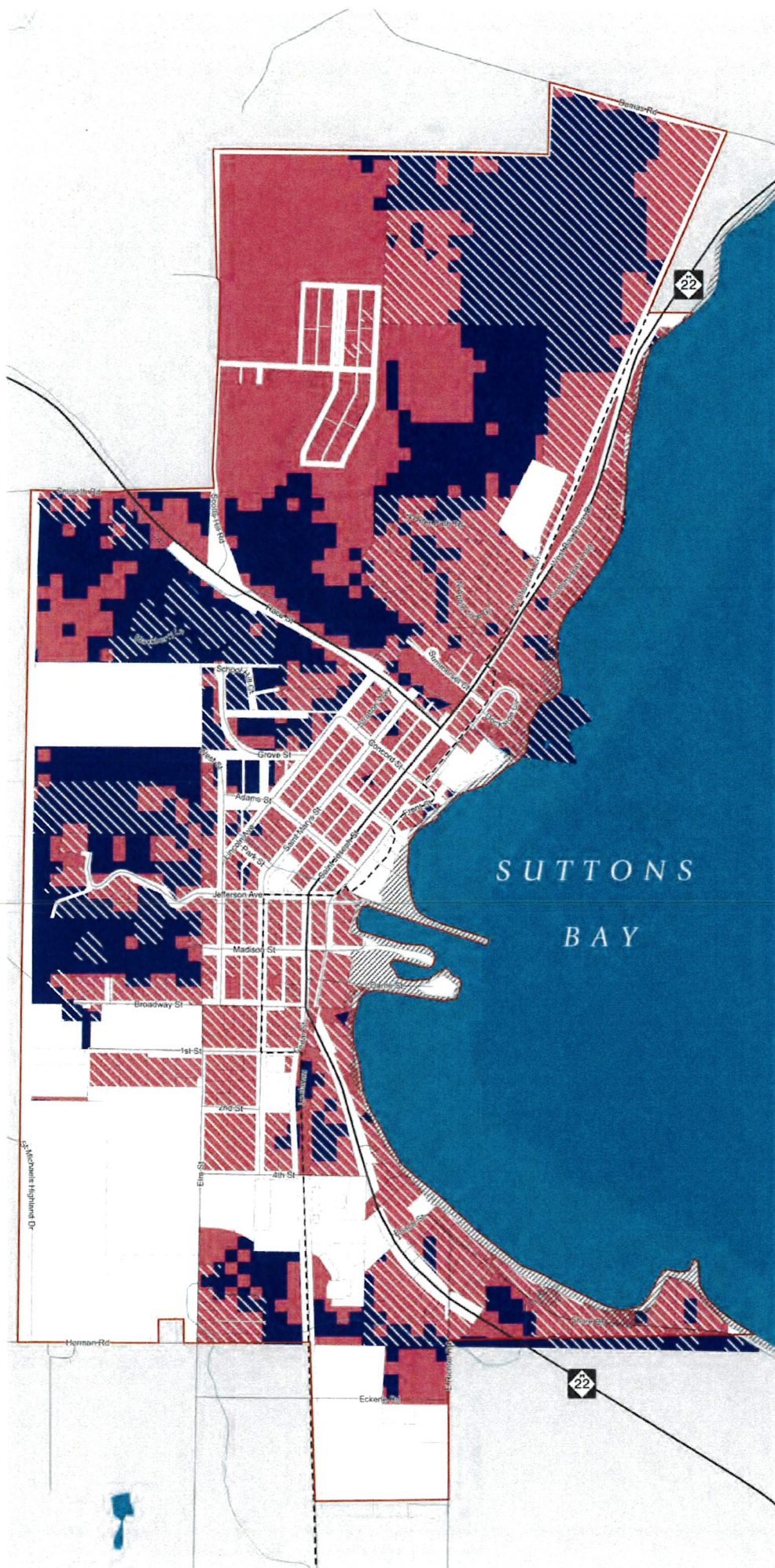
 State Roads

 Other Roads

 Creeks, Streams or Rivers

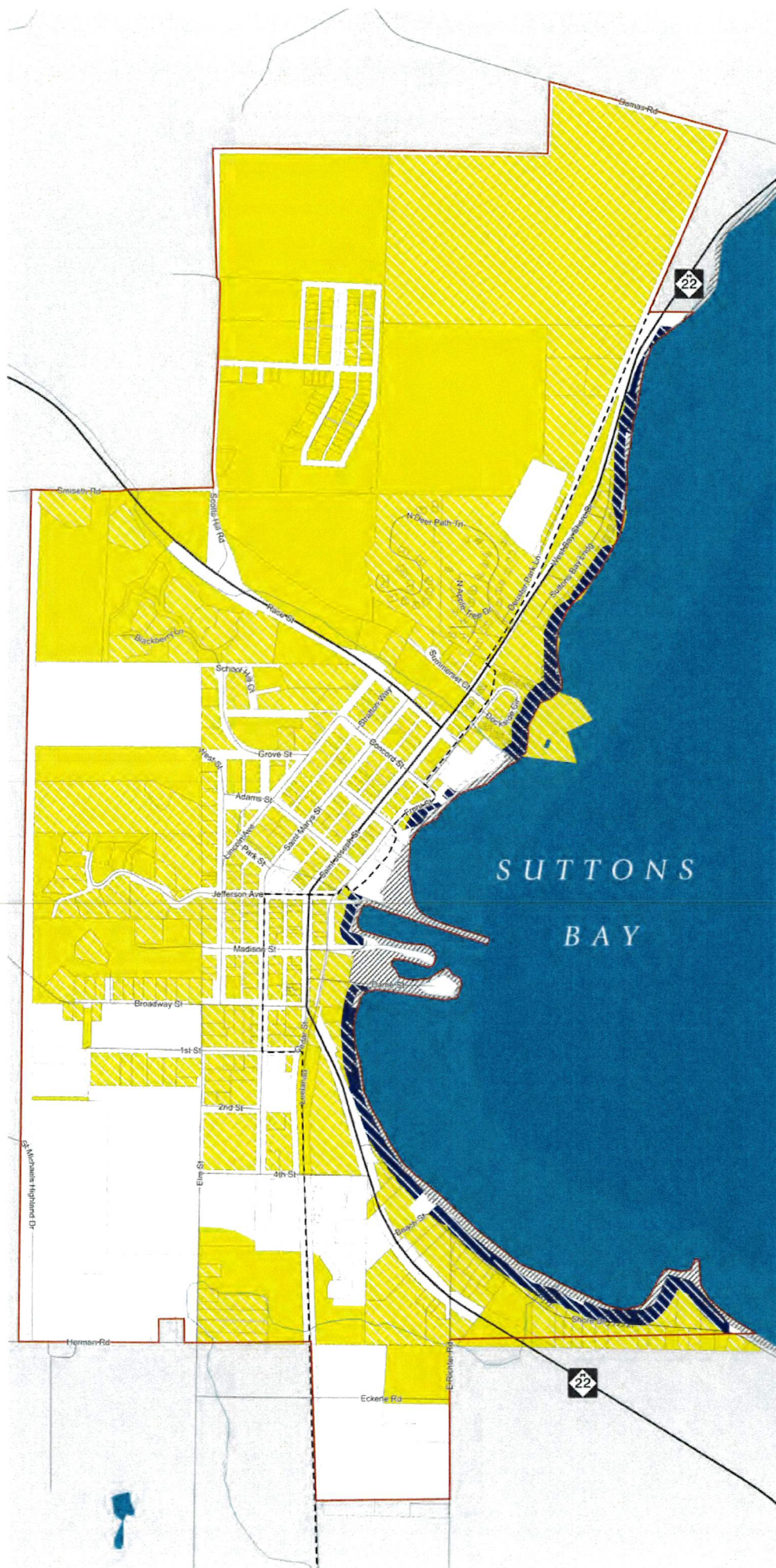
 30x30-meter area with <50% tree cover (score = 2)

 30x30-meter area with >50% tree cover (score = 0)



Shoreline Protection

Sources: Michigan GIS Open Data,
Village of Suttons Bay, US Census Bureau



□ Village of Suttons Bay

□ Parcel
▨ Currently-Developed Parcel

▨ Flood Hazard Zone

■ Open Water

--- TART Trail

— State Roads

— Other Roads

— Creeks, Streams
or Rivers

■ Land greater than 100
feet from shoreline
(score = 3)

■ Land within 100
feet from shoreline
(score = 0)

1,000

Feet

Beckett & Raeder, Inc.

Downtown Walking Distance

Sources: Michigan GIS Open Data,
Village of Suttons Bay, ESRI Network
Analyst Walking Distance Tool

 Village of Suttons Bay

 Parcel

 Currently-Developed
Parcel

 Flood Hazard Zone

 Open Water

 TART Trail

 State Roads

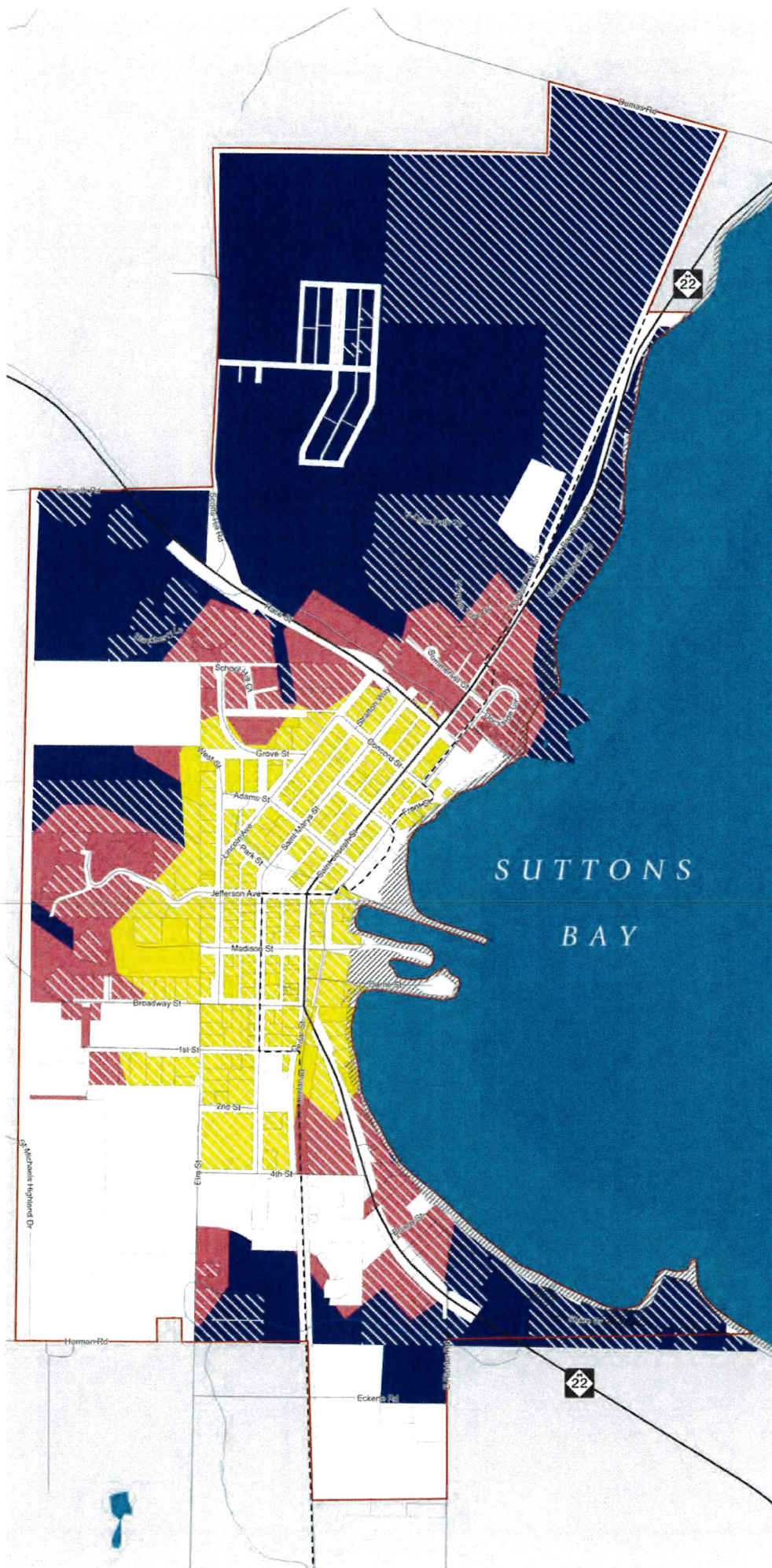
 Other Roads

 Creeks, Streams
or Rivers

 Edge of CB District
within 0.25 miles
(score = 3)

 Edge of CB District
within 0.5 miles
(score = 2)

 Edge of CB District
exceeds 0.5 miles
(score = 0)



Grocery Walking Distance

Sources: Michigan GIS Open Data, Village of Suttons Bay, ESRI Network Analyst Walking Distance Tool

 Village of Suttons Bay

 Parcel
 Currently-Developed Parcel
 Flood Hazard Zone

 Open Water

 TART Trail

 State Roads

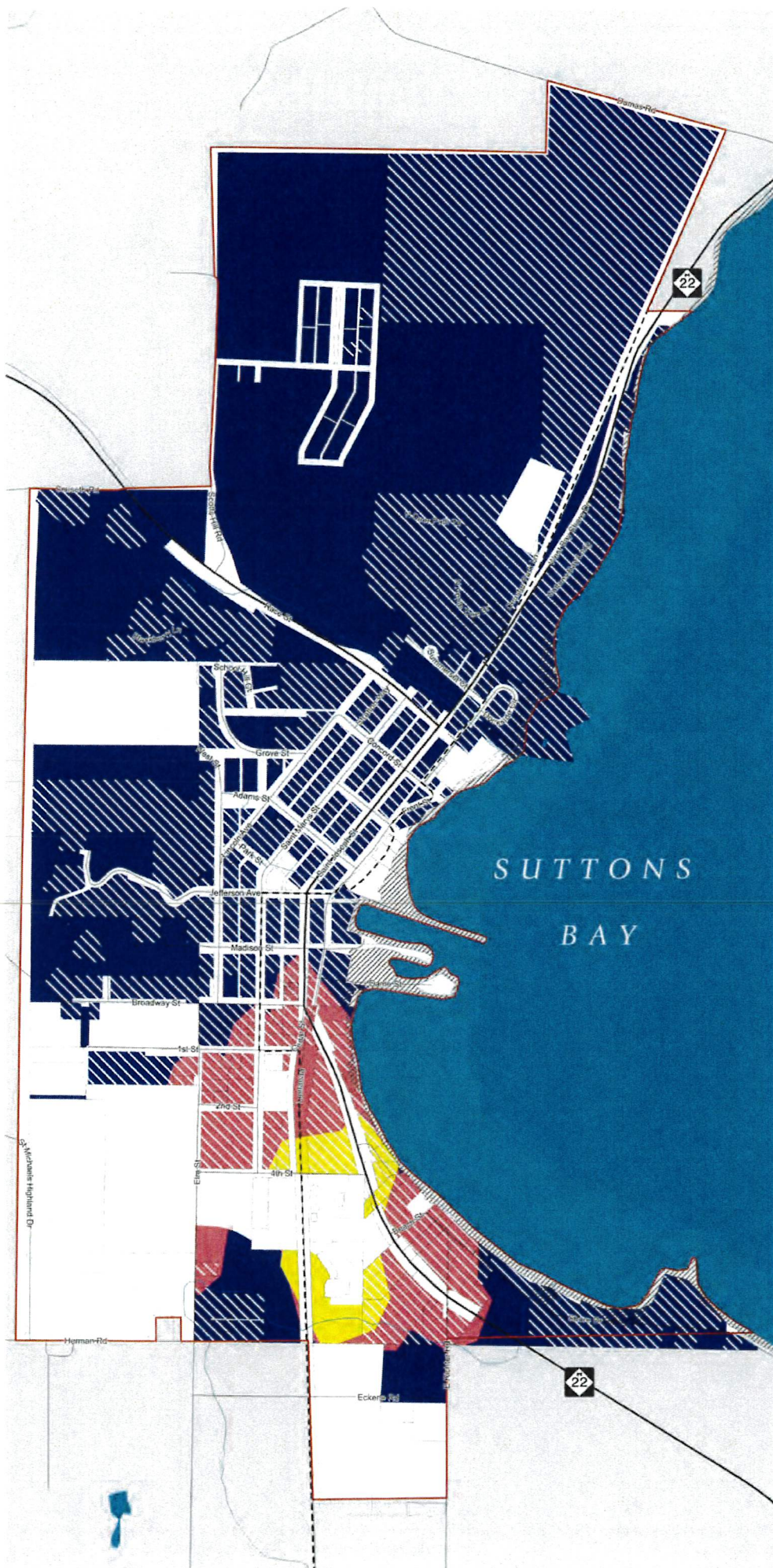
 Other Roads

 Creeks, Streams or Rivers

 Hansen's within 0.25 miles (score = 3)

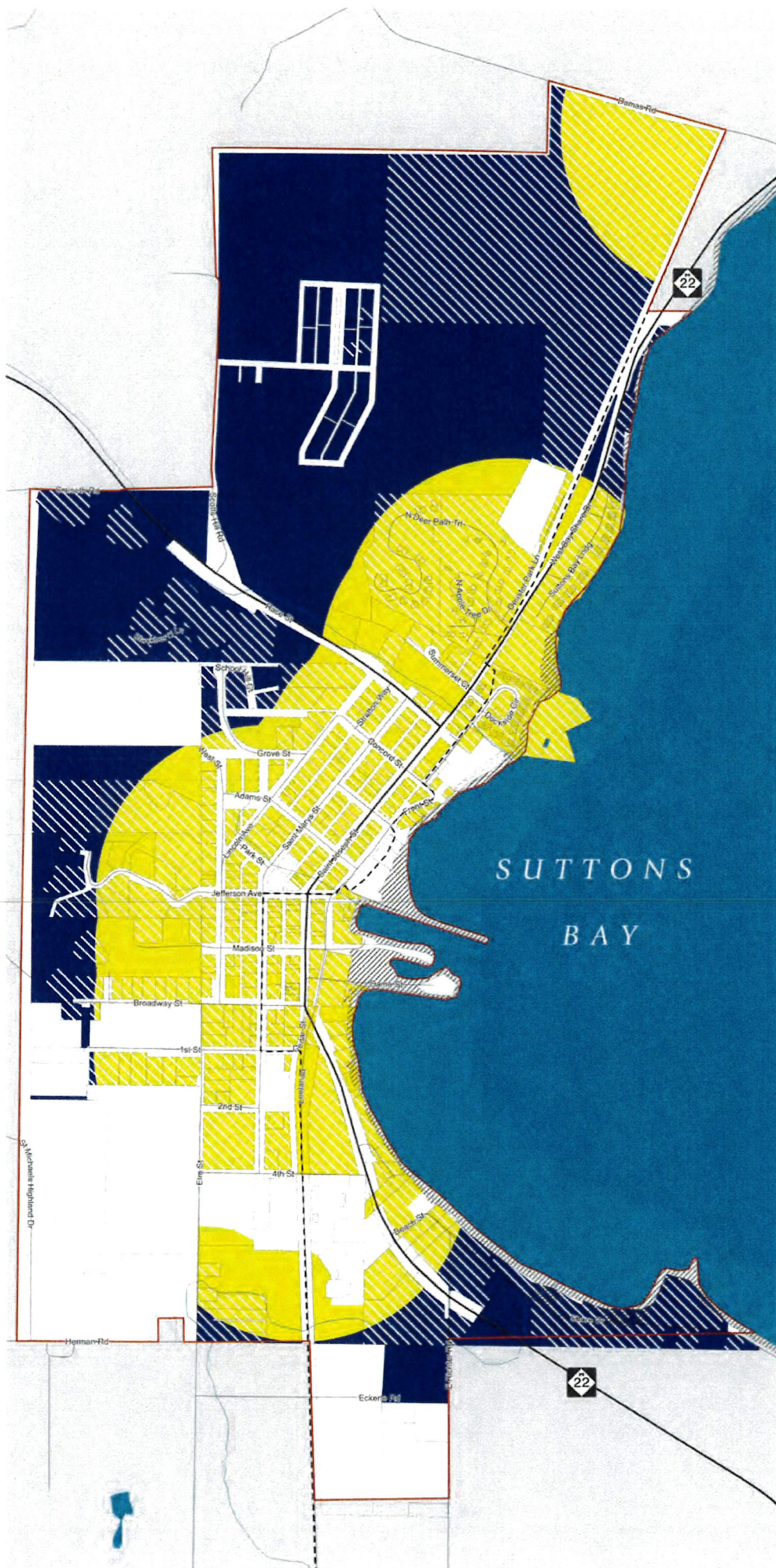
 Hansen's within 0.5 miles (score = 2)

 Hansen's exceeds 0.5 miles (score = 0)



TART Trail Proximity

Sources: Michigan GIS Open Data,
Village of Suttons Bay



Village of Suttons Bay

Parcel
 Currently-Developed Parcel
 Flood Hazard Zone

Open Water

TART Trail
 State Roads
 Other Roads
 Creeks, Streams or Rivers

Within 0.25 miles of TART Trail access point (score = 3)

Exceeds 0.25 miles from TART Trail access point (score = 0)

1,000

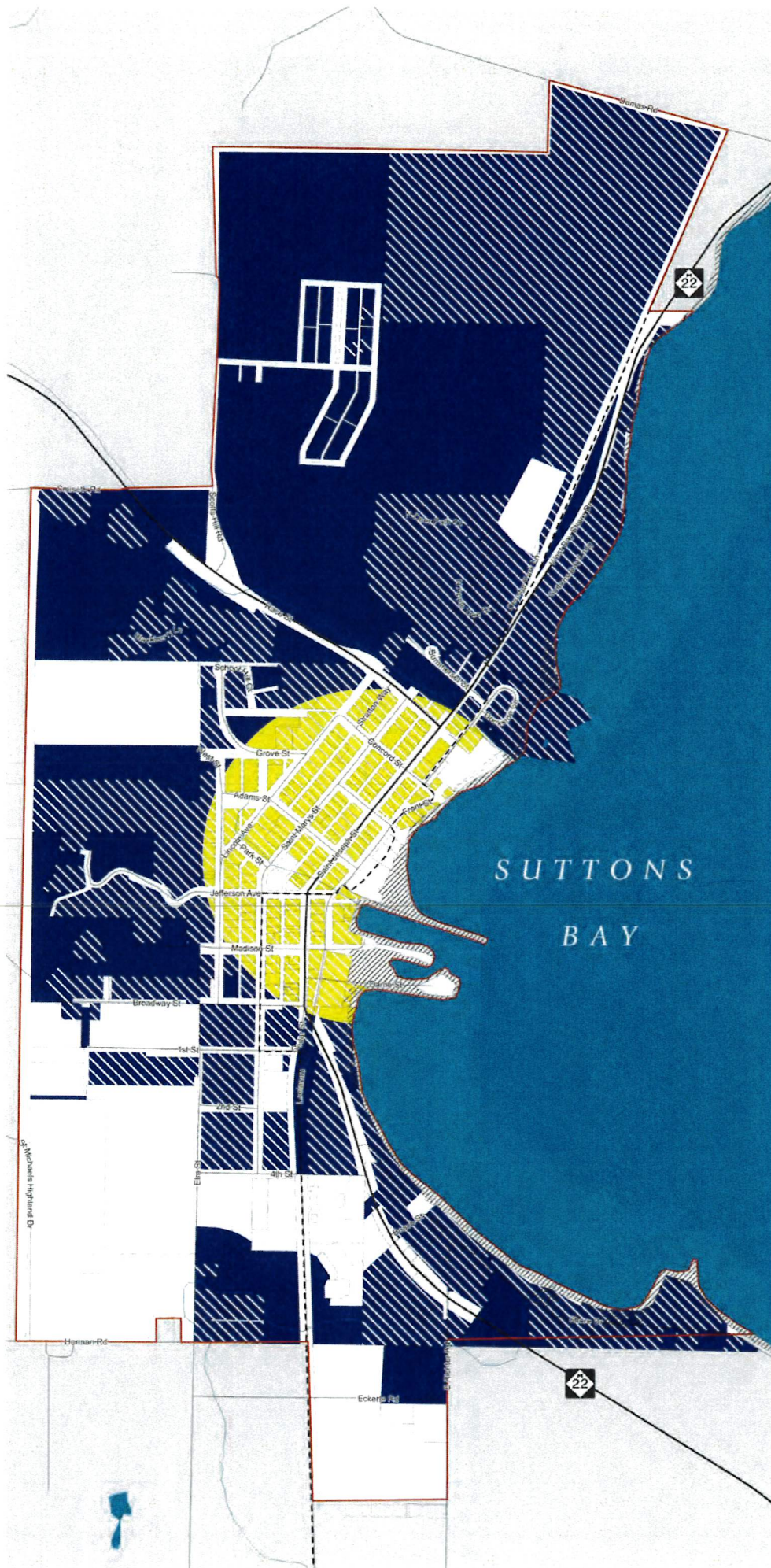
Feet

Beckett & Raeder, Inc.



Public Transit Proximity

Sources: Michigan GIS Open Data,
Village of Suttons Bay



- Village of Suttons Bay
- Parcel
- Currently-Developed Parcel
- Flood Hazard Zone
- Open Water
- TART Trail
- State Roads
- Other Roads
- Creeks, Streams or Rivers
- Within 0.25 miles of BATA stop (score = 3)
- Exceeds 0.25 miles from BATA stop (score = 0)

ZONING REPORT

		VILLAGE OF SUTTONS BAY ZONING REPORT	
Prepared:	10/16/2026	Pages:	1 of 1
Meeting:	October 2026 PC & Council	Attachments:	0 ☐
Subject:	Zoning Report for September 2026		

LAND USE PERMITS ISSUED

		NEW	ADU	ALTERATIONS	ACCES.	FENCE	COMMERCIAL,
DATE	TOTAL	HOMES		ADDITIONS	STRUCT.		SIGNS / OTHER
September 2026	0	0	0	0	0	0	0
Year To Date	18	2	0	4	2	2	8

(Note – permits may be classified under multiple categories)

Revisions to existing permits

One Application for an addition and ADU under review

ZONING BOARD OF APPEALS

- One Application on hold pending additional information

LAND DIVISION

- One Application for Land Division is under review by the Land Division Committee

OTHER ACTIVITY

- Many questions on Land Use Permits, zoning, setbacks, etc.
- Working on driveway / right-of-way standards.

RECOMMENDATIONS TO PC:

None