



VILLAGE OF SUTTONS BAY
Planning Commission
420 N. Front Street, Suttons Bay, MI 49682
September 16, 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 July 22, 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
8. New Business
 - A. Driveway Standards in Alleys
 - B. 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 October 21, 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 July 22, 2026
420 N. Front Street
Suttons Bay, MI 49682

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

Present: F. Smith, D. Smith, Pontius, Campbell, Hylwa, Feringa, Hetler

Absent:

Staff present: Kopriva, Patmore & Petroskey

Guests: 1

Approval of Agenda

F. Smith moved, Campbell seconded, to approve the agenda as presented.

Ayes: 7, No: 0

Conflict of Interest: None

Approval of Minutes

D. Smith moved, Hylwa seconded, CARRIED, to approve the Planning Commission meeting minutes of June 17, 2026 as presented. Ayes: 7, No: 0.

Public Comment/Written Communications: None

Old Business: None

New Business:

A. Driveway Standards:

Steve indicated that he and Dave are doing a comprehensive study to determine what information/restriction (setbacks, widths, location) should be in the Zoning Ordinance and what should the DPW address (construction, safety and drainage). Steve stated that zoning review could be done for small projects and the DPW could review large projects. Further conversation regarding alley access. Sara noted that driveways off alleys keep the traffic flowing, provide a neighborhood feel and assists with traffic calming. It was noted that existing driveways on

corner lots would most likely be grandfathered in unless there was a major change. Further discussion regarding Section 2-4(A) 3 and removing the specific districts. Steve stated he will bring back further information after he and the DPW determine the responsibilities.

B. Master Plan Priorities:

Sara stated some of the low hanging fruit has been completed, and some items are currently in the review process such as low impact design. Debbie stated she would like dormitory housing considered. There was brief discussion regarding PILOTS and TIFS. The planning commission reviewed the list of priorities and determined what their 2026 focus would be. See attached updated list prepared by the Planner and made part of the meeting minutes.

Sara will also work on a housing Map identifying vacant lots and current development.

Public Comment: None

Reports

- a. Zoning Administrator Report: Written report submitted. Patmore stated that Inland Seas had submitted a plan on July 3, 2026 however it was incomplete. They have now submitted a revised drawing and are working with the Fire Department and the DPW.
- b. ZBA Report: None
- c. Village Council Updates:
 - Marina Ordinance – few changes, Farmers Market to relocate to Ice Rink Park and Front Street from Dame to Madison to be reviewed.

Good of the Order: South Shore and St Marys speed was discussed.

Announcements: Next Regular Meeting August 19, 2026

- Report on Driveway Standards – Update onss Master Plan Priorities.

Meeting Adjourned at 5:50 pm

Motion by F. Smith to adjourn. Ayes: 7, No: 0

Meeting minutes drafted by Dorothy Petroskey, Clerk.

MEMO
Village of Suttons Bay
September 11, 2026

To: Village of Suttons Bay Planning Commission
Sara Schroeder, Village Planner

From: Steve Patmore, Zoning Administrator



Re: Driveway Standards in the Zoning Ordinance

Dave Miller and I discussed the draft changes to Section 2-4.

After talking with Dave, attached are my comments on Section 2-4: Access, Driveways, and Private Streets.

These comments are on the entire Section, not just the proposed changes.

I am working with Dave on establishing additional separate construction standards for driveways, including drainage and culvert review. These will not be part of the zoning ordinance.

Date: 06.12.2026

From: Sara Schroeder, AICP

To: Suttons Bay Planning Commission

Project: 2026-01 Access and Driveway Zoning Amendment

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initiative

The proposed amendment is intended to clarify the requirements for driveways within the Village. The ordinance is unclear if the requirements for driveways, especially width, applied for driveways that were accessing a site from an alley. It also does not encourage access from an alley when an alley exists. While the whole section is included for the Planning Commission review, below is proposed language, changes are highlighted in yellow. - The zoning administrator and I have a meeting scheduled with DPW to discuss driveway standards and language in the next few weeks.

Section 2-4 Access, Driveways, and Private Streets

A. General.

1. Permit Required. No individual, association, corporation or entity, either public or private, shall construct or extend a private driveway or street without first having obtained a 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 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.

ZONING
ADMIN
COMMENTS
9/11/26

THIS IS A
POLICY
ISSUE

THE VILLAGE DOES
NOT CURRENTLY ISSUE
OCCUPANCY PERMITS

DRIVEWAY

NEED TO DISCUSS WHAT WOULD TRIGGER COMPLIANCE

Beckett & Raeder, Inc.
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Ann Arbor, MI 48103

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Traverse City Office
148 East Front Street
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MAYBE THIS SECTION
SHOULD BE IN
PARKING SECTION
ALSO

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initiative

- 5. Parking. On-site parking of vehicles shall be restricted to improved parking areas, such as driveways, parking lots, garages, and carports.
6. 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.
7. 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.

WORKING WITH
DPW TO DEVELOP
THESE STANDARDS

- D. *Residential Driveway Requirements- Single-Family and Two-Family*.
1. Permitting. Driveways are subject to Village ^{DRIVEWAY} permitting and construction standards, including stormwater runoff design requirements.

2. 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 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.

3. 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.

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

THIS SHOULD BE
DETERMINED BY DPW.
THE ZONING ADMIN IS
NOT TRAINED FOR THIS

WE WOULD LIKE
PAVING TO REMAIN,
BUT THIS COULD BE
IN THE DPW
STANDARDS.

i
initiative

MAY WANT TO
CONSIDER A
MINIMUM - FOR
EMERGENCY
VEHICLES
DPW RECOMMENDS
12' MIN.

NOT SURE WHAT IS
MEANT BY "DIRECT" ACCESS

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

b. 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.

c. 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.

d.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.

5.4. 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.

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

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

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

6. 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.

Date: 09.11.2026

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

Project: Mapping Potential Housing Areas

 initiative

BRI's GIS tech has been gathering layers and information to input into a housing map to address the Village's action item of *Map priority development areas for workforce and/or attainable housing and "pre-permit" selected sites within the designated priority development area(s).*

In developing the map, here are the criteria that we will be using to rate sites and include in the calculation. Please review and we can discuss if there should be any criteria added or removed at the meeting.

Parcel has direct access to public road (Parcel-based):

- Yes – 3
- No – 0

Downtown / CBD Adjacency (Zonal):

- Within 0.25 miles – 3
- 0.25-1 mile – 2
- >1 mile – 0

Coastal proximity / protection (Zonal):

- Land not within 100' of water's edge of lake – 1
- Land within 100' of water's edge of lake – 0

Public sanitary sewer (Parcel-based):

- Sanitary extends to this parcel – 3
- Sanitary is less than 500' from this parcel – 2
- Planned or ex. Sanitary sewer is greater than 500' – 0

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535 West William
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SW Suite 300
Grand Rapids, MI 49503

616.585.1295 ph

Public water (Parcel-based):

- Water extends to this parcel – 3
- Water is less than 500' from this parcel – 2
- Planned or ex. water is greater than 500' – 0

Slope (Zonal):

- Slopes under 2% - 3
- Slopes between 2.01-10% - 2
- Slopes between 10.01-20% - 1
- Slopes in excess of 20% - 0

Wetlands (Zonal):

- Outside of 25' buffer from wetlands – 3
- Within 25' buffer from wetlands – 1
- Wetlands - 0

Floodplains (Zonal):

- FEMA / NFIP flood zones – 3
- FEMA / NFIP flood zones - 0

Woodland land cover (Zonal):

- Land cover is not any type of woodland – 2
- Land-cover-is-woodland - 0

BATA stop proximity (Zonal):

- Within 0.25 miles – 3
- Not within 0.25 miles – 0

TART Trail access point proximity (Zonal):

- Within 0.25 miles – 3
- Not within 0.25 miles – 0

Downtown Sidewalk Connectivity (Parcel-based):

- Sidewalks fully connect this parcel to CBD – 1
- Sidewalks do not fully connect lot to CBD – 0

ZONING REPORT

		VILLAGE OF SUTTONS BAY ZONING REPORT	
Prepared:	9/11/2026	Pages:	1 of 1
Meeting:	September 2026 PC & Council	Attachments:	0 ☐
Subject:	Zoning Report for August 2026		

LAND USE PERMITS ISSUED

		NEW	ADU	ALTERATIONS	ACCES.	FENCE	COMMERCIAL,
DATE	TOTAL	HOMES		ADDITIONS	STRUCT.		SIGNS / OTHER
August 2026	4	1	0	0	0	0	3
Year To Date	18	2	0	4	2	2	8

(Note – permits may be classified under multiple categories)

LUP 26-015	101 E. Dame St.	Inland Seas Building
LUP 26-016	326 N. Front Street	Marina Facility Building
LUP 26-017	71 W. Fourth Street	Change of Use and sign
LUP 26-018	207 W. Park Street	New single-family dwelling

ZONING BOARD OF APPEALS

- One Application under review for completeness

LAND DIVISION

- One Application for Parcel Transfer was approved

OTHER ACTIVITY

- Many questions on Land Use Permits, zoning, setbacks, etc.

RECOMMENDATIONS TO PC:

None

ZONING REPORT

		VILLAGE OF SUTTONS BAY ZONING REPORT	
Prepared:	8/14/2026	Pages:	1 of 1
Meeting:	August 2026 PC & Council	Attachments:	0 ☐
Subject:	Zoning Report for July 2026		

LAND USE PERMITS ISSUED

		NEW	ADU	ALTERATIONS	ACCES.	FENCE	COMMERCIAL,
DATE	TOTAL	HOMES		ADDITIONS	STRUCT.		SIGNS / OTHER
July 2026	1	0	0	0	0	1	0
Year To Date	14	1	0	4	2	2	5

(Note – permits may be classified under multiple categories)

LUP 26-014 321 N. St. Mary's St. fence

Four Land Use Permits in progress for August

ZONING BOARD OF APPEALS

- No Activity

LAND DIVISION

- One Application for Parcel Transfer was approved

OTHER ACTIVITY

- Questions on Land Use Permits, zoning, setbacks, etc.
- Follow-up work on Inland Seas Site Plan and Land Use Permit
- Working on revisions to driveway standards with DPW

RECOMMENDATIONS TO PC:

None