



VILLAGE OF SUTTONS BAY  
Village Council Meeting  
420 N. Front Street, Suttons Bay, MI 49682  
REGULAR MEETING  
Monday October 17, 2022 5:30 p.m.  
Agenda

For the public wishing to view the meeting using remote attendance, there will also be a Zoom link (which can be found on our website at [www.suttonsbayvillage.org](http://www.suttonsbayvillage.org)). Public participation shall be limited to in-person or via written communication received prior to the meeting.

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
  - a. Approval of Minutes September 19, 2022
  - b. Payment of Invoices
4. Agenda Approval
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
  - a. Lois Bahle-Comments on Park & Rec Plan-received by planning commission
  - b. Northwest Education Services Millage
  - c. Maureen Penfold-Letter regarding Short Term Rentals
6. Unfinished Business
  - None
7. New Business
  - A. VSB 2022-59 Pavilion Acquisition
  - B. VSB 2022-60 Waterwheel Cost Estimates
  - C. VSB 2022-61 Waiver of Fee(s) Request
8. Special Committee Reports/Staff Reports
9. Good of the Order (Council Member Comments)
10. Public Comment (please limit to no more than three (3) minutes)
11. 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 [suttonsbay@suttonsbayvillage.org](mailto:suttonsbay@suttonsbayvillage.org) as soon as possible.



VILLAGE OF SUTTONS BAY  
VILLAGE COUNCIL REGULAR MEETING  
MINUTES OF SEPTEMBER 19, 2022

The meeting was called to order at 5:30 p.m. by President Pro-Tem Christensen.

Present: Bahle, Case, Christensen, Smith and Suppes

Absent: Long and Lutke

Staff present: Fay, Larrea and Miller

#### Consent Agenda

Bahle moved, Case seconded, CARRIED, to approve the Consent agenda as presented. The Village Council meeting minutes of August 15, 2022, are approved. The payment of invoices is approved. Ayes: 5, No: 0.

#### Agenda Approval

Smith moved, Suppes seconded, CARRIED, to approve the agenda as presented. Ayes: 5, No: 0.

#### Public Comment

Public comment received from several Village residents regarding the moratorium on the Short-Term Rental (STR) Ordinance. Comments consisted of:

- Opposing the extension of the moratorium
- Consider extending the moratorium but allow current licensees to renew
- Doesn't believe the moratorium will alleviate the lack of work force housing, instead believes property values are the reason for lack of work force housing
- Allow renewals of current licenses through attrition
- Flexibility of property owners to do what they choose with their property
- Allow new applications
- Manage the existing STR's
- More liberation on the rental front across the board
- Emotional topic, STR's increase the economy and tourism
- What are the concrete concerns? What has the research shown?
- Not opposed to STR's

Suttons Bay Green will be meeting at Waterwheel Park on Tuesday, September 20<sup>th</sup> at 5:00 p.m. to pick up trash around the Village.

## VSB 2022-56 Moratorium Extension

Bahle moved, Case seconded, CARRIED, to extend the moratorium for another 90 days beyond the expiration date. Ayes: Bahle, Case, Christensen and Suppes. No: Smith.

Comments from Commissioners and Manager were:

- What happens to licensees that have 2023 rentals already booked and need to renew?
- Consider member(s) of the public to be part of the STR committee.
- If licenses are capped, how are future licenses addressed?
- Maintain status quo and grant licenses to those licensees expiring during the moratorium period.
- Secondary considerations such as the distance between licensed STR's.
- A consultant has been hired to advise on the capping number of STR's and addressing the current licenses. Secondary issues would require another contract.

## Good of the Order

Larrea stated the Village continues to work on the Waterwheel issue.  
Bahle questioned STR's that are not licensed, such as at the condos.  
Case asked if agencies have issued permits yet for Waterwheel Park.

## Public Comment

Public comment received from several Village residents consisting of:

- It is a little presumptuous that a STR license would be automatically renewed.
- What is going to be the acceptable use of a primary residence that has a non-owner occupied ADU? If the primary residence is allowed to be a STR, then a good reason not to be in favor of a non-occupied residence with an ADU.
- What has been learned about the current STR's? Is there any data? Have penalties been issued?
- Shouldn't new STR applicants have the same rights and equal consideration.
- Allow licensed STR's to continue through 2023 as long as no violations have taken place.
- How are STR's policed?
- In favor of public involvement in the decision making in revising the STR ordinance.

The meeting adjourned at 6:13 p.m.

Meeting minutes by Shar Fay, Clerk.

Check Date	Check	Vendor Name	Description	Amount
09/23/2022	18711 (E)	BLUE CROSS BLUE SHIELD OF MICH	GR 007015354--OCTOBER 2022 PREMIUM	373.29
09/23/2022	18712 (E)	CHARTER COMMUNICATIONS	ACCT#8245121220023735 SEPTEMBER 2022	79.98
09/23/2022	18713 (E)	CHARTER COMMUNICATIONS	ACCT# 8245121220017471 OCTOBER 2022	127.98
09/23/2022	46124	GRAINGER	MECHANICAL WORK GLOVES	94.43
09/23/2022	46125	DTE ENERGY	MULTIPLE ACCTS SEPT 2022	436.29
09/23/2022	46126	BAYSHORE OIL & PROPANE	572.3 GALS REC 90 @ 4.08 PER GAL	2,735.02
09/23/2022	46127	THE HOME CITY ICE COMPANY	81 7LB BAGS ICE/DELIVERY	145.15
09/23/2022	46128	INTEGRITY BUSINESS SOLUTIONS	OFFICE SUPPLIES	59.13
09/23/2022	46129	SECURITY SANITATION, INC	PORTA JOHN- BAHLE PARK	110.00
09/23/2022	46130	WEST MARINE	DE ICER & DOCK MOUNT	1,142.98
09/27/2022	18714 (E)	US BANK BOND CONTROL	ABA 091-000-022 A/C 170225065979	125,037.50
09/27/2022	46131	GRAINGER	ACCT# 871012852 (4) 5 GAL EXTERIOR PAINT	2,104.85
09/27/2022	46132	NORTHERN BUILDING SUPPLY, LLC	MULTIPLE INVOICES-SEPTEMBER	400.27
09/27/2022	46133	AT&T MOBILITY	ACCT# 287304252169 SEPT 2022	491.76
09/27/2022	46134	GOOD NATURE GARDENS, INC	AUGUST 2022 GARDEN MAINTENANCE	187.50
09/27/2022	46135	KAL EXCAVATING CO	6" SEWER SADDLE-FRONT PORCH ALLEY	4,350.00
09/27/2022	46136	PRIORITY HEALTH	GROUP 784340 S001,OCTOBER 2022 PREMIUM	7,999.86
09/27/2022	46137	WELLS FARGO FINANCIAL LEASING	CONTRACT# 6030214439000 OCT 2022	72.92
09/30/2022	18715 (E)	CHARTER COMMUNICATIONS	ACCT#8245121220022588 SEPT 2022 146 S SH	182.96
09/30/2022	18716 (E)	ADOBE	MNGR SOFTWARE SEPTEMBER 2022	15.89
09/30/2022	18717 (E)	AMAZON	DICKIES XX LARGE JACKET	69.59
09/30/2022	18718 (E)	FIFTH THIRD BANK	BANK FEES SEPT 2022	206.31
09/30/2022	18719 (E)	MICROSOFT	MICROSOFT UPDATE-DPW	159.00
10/05/2022	46138	BRAMER AUTO SUPPLY	CUST# 8571 SHOP SUPPLIES	11.99
10/05/2022	46139	CONSUMERS ENERGY	VARIOUS ACCOUNTS 2022	3,429.00
10/05/2022	46140	CENTURYLINK	ACCT#405593377 SEPT 2022	226.96
10/05/2022	46141	CENTURYLINK	ACCT# 300439566 SEPT 2022	667.69
10/05/2022	46142	DC COLLECTIVE GROCER	OFFICE SUPPLIES	9.19
10/05/2022	46143	ART'S AUTO AND TRUCK PARTS INC	CUST20090 BELT	50.35
10/05/2022	46144	AIRGAS USA, LLC	CUST#1459542 ACETYLENE/OXEGEN	119.52
10/05/2022	46145	GT RUBBER SUPPLY, INC	MARINA SUPPLIES	30.42
10/05/2022	46146	JACK DOHENY COMPANIES INC	1"X25 LEAD HOSE	148.79
10/05/2022	46147	LIGHTHOUSE ELECTRICAL SERVICES	METER BASE CHANGE OUT-NORTH PARK	329.84
10/05/2022	46148	WACHIN ENGINEERING, INC.	WATER WHEEL PARK STRUCTURE	2,100.00
10/05/2022	46149	TOBY GOODALE	REFUND SLIP FEE	490.20
10/05/2022	46150	JACOBS ENGINEERING GROUP, INC	CUST# 120525 NOVEMBER 2022 SERVICES/REPA	14,650.12
10/05/2022	46151	DOROTHY PETROSKEY	ORFICIE SUPPLIES	47.36
10/05/2022	46152	PURE WATER WORKS	2 5 GAL/DEPOSITS	31.00
10/05/2022	46153	LEFLANAU CITY ROAD COMMISSION	UNLEADED/DIESEL SEPTEMBER 2022	1,195.81
10/05/2022	46154	SIGNPLICITY	48 X 96 SIGN WITH GRAPHICS	5,067.16
10/05/2022	46155	SOS ANALYTICAL	WSSN#6500 LAB ANALYSIS	100.00
10/05/2022	46156	STEVE ALGUIRE	MARINA TREE EVALUATION	171.00
10/05/2022	46157	VALLEY CITY LINEN	SERVICE THROUGH SEPTEMBER 2022	100.00
10/07/2022	46158	LESLIE COUTURIER	ZONING ADMIN AGREE - SEPT 2022	490.00
10/07/2022	46159	ROBERTO LARREA	77.9 @62.5 MILEAGE	48.69
10/12/2022	18720 (E)	CERRYLAND ELECTRIC	ACCT38364410 1520 S RICHTER RD OCT 2022	121.32
10/12/2022	18721 (E)	AMAZON	PAVEMENT STENCILS 72 INCH	180.40
10/12/2022	18722 (E)	GFL ENVIRONMENTAL	ACCT# 002105665 326 FRONT OCT 2022	214.20
10/12/2022	18723 (E)	GFL ENVIRONMENTAL	ACCT# 002105664 1522 RICH OCTOBER 2022	257.42
10/12/2022	18724 (E)	PITNEY BOWES - PURCHASE POWER	ACCT#8009000229933 OCTOBER 2022	200.00
10/12/2022	18725 (E)	VISION SERVICE PLAN	ACCT# 30 0174164 0001 SEPT 2022	205.06
10/12/2022	18726 (E)	VISION SERVICE PLAN	ACCT#30 017164 001 OCT 2022 PREMIUM	205.06
10/12/2022	18727 (E)	CERRYLAND ELECTRIC	ACCT# 8364410 1520 RICHTER ROAD OCT 2022	121.32
10/12/2022	46160	ART'S AUTO AND TRUCK PARTS INC	CUST# 20090 BATTERY	155.06
10/12/2022	46161	LEFLANAU ENTERPRISE	NOTICE 5 YR REC PLAN	344.85
10/12/2022	46162	AIRGAS USA, LLC	CUST# 1459542 CYLINDER RENTAL	31.98
10/12/2022	46163	BAYSHORE OIL & PROPANE	616.1 @ 4.13 REC 90	2,954.19

Check Date	Check	Vendor Name	Description	Amount
10/12/2022	46164	GFL ENVIRONMENTAL	2022 FALL CLEAN UP	5,723.90
10/12/2022	46165	GIFFELS WEBSTER	MASTER PLAN PAYMENT 5 OF 6	3,812.50
10/12/2022	46166	NORTHWEST SCUBA	ZEBRA MUSSEL REMOVAL	3,400.00
10/12/2022	46167	MICHIGAN MUNICIPAL LEAGUE	EMPL # 801-119 QTR ENDING 9/30/22	8.95
10/12/2022	46168	MR CLEAN	CLEANING SERVICES SEPT 2022	372.47
10/12/2022	46169	INTEGRITY BUSINESS SOLUTIONS	ACCT# 957380 OFFICE SUPPLIES	58.15
10/12/2022	46170	SLC METER, LLC	3" METER SCHOOL	2,472.67
10/12/2022	46171	SONDEE, RACINE & DOREN	CLIENT# 6027-00 LEGAL SERVICES SEPT 2022	234.00
10/12/2022	46172	USABLUBOOK	DICKIES MOBILITY JACKET	474.73

**GEN TOTALS:**

Total of 66 Checks: 197,645.98  
 Less 1 Void Checks: 121.32  
 Total of 65 Disbursements: 197,524.66

Lois Bahle  
PO Box 221  
Suttons Bay, MI 49682  
231-866-1466

Public Comments Re: SB Village Park and Recreational Plan draft

Please include my comments for the public hearing on 10/5 to the Village Council and Planning Commission.

Overall the plan looks great however, it should have been reviewed over a year ago to allow for grant writing opportunities. Particularly now that we have an emergency with the condition of Water Wheel Park.

pg 1 I would include Northport in the list ... just minutes away.

Park management and development falls under the "Village Manager's office." Is this possible? Seems like an ambitious list of improvements and need for grant writing. Is there a standing Park and Rec Committee or a Friends of the Parks group (GreenSB). Why not co operate with the Township? I am sure there is cross over of users of parks in the Village and Township.

Currently parks are funded from General Funds. Who is watching for grant opportunities and **writing grants?**

pg 6 What acreage was acquired? Paving was added to the TART easement to Dumas Rd. What am I missing?

pg 16 In the history of each park, the Deuster family, was not recognized as an original homesteader in Suttons Bay in 1871. When the Village was organized John Deuster opened a saloon, built the Park Hotel, was the first Village treasurer and a member of the town council. As my Dad would say, we need to remember where we came from.

pg 20 Listing Keystone Soccer Complex seems too far outside of Leelanau County.

pg 26 Water Wheel park: there is a spelling error "privately"

pg 31 Goals: I found while working the Art Festival tent that people request a place to refill their water bottles. I suggest fountains include water filling stations.

Yes, bathrooms need improvements for accessibility, longer season and ease of maintenance.

Take advantage of any and all grant opportunities.

Make a connection to Herman Park and SB School from the trail at Eckerle Rd and 4th street.  
Co operate with SB Township

pg 33 Build on continued public involvement; Friends organization in co operation with the Township and GreenSB or other groups. I understand the Village Council is reducing the ability to offer public comments through zoom meetings. This would seem to be going in reverse of more involvement. Make improvements in the zoom quality and ease of engagement.

Acquisition of Park Land; acquire an easement or ownership from the Leo Creek Preserve, along the stream to M22 and across to Sutton Park.

pg 35 How are we planning for ever higher lake levels? The cycle between low and high water levels is shorter and records will be broken as climate change progresses.

pg 37 Main Marina Park: YES replace the restrooms to service the boaters and visitors to our business community. Look at the restrooms at Northport and Glen Arbor. How were they funded? We need better access, longer seasonal availability and easier maintenance.

Yes to the future improvement list. We need a pavilion of the quality in Northport. Ask anyone that has attended the Friday Music in the park events in Northport.

pg 38 North Park: In addition to the launch for kayaks and SUP, this is where there should be kayak/SUP storage racks. How about a permanent covered canvas for the farmers market vendors to back up to. Like TC, the frame stays up and the canvas is installed seasonally. Could be an opportunity for other uses.

pg 39 Sutton Park: move the restrooms adjacent to the pump station for more security, easier access from the parking lot and TART and they could be heated like Northport does for the restrooms that are open all year. The next high water cycle will threaten the current location of restrooms.

pg 41 Water Wheel Park: a gazebo as a focal point for small gatherings. See the gazebo at Hull Park by the TC Library. I believe these can be purchased as a kit. Create a walking link from the business district through water wheel park, the Bahle pond, Martinson pond to Bahle park hiking trails. With the current emergency of the stream bed and water wheel, we should have a broader plan that can be implemented in pieces.

Do we have enough recycling containers in the parks? When you consider the volume of material that can be recycled, the containers should be larger than the garbage containers.

And, EV charge stations in the parks. Also, a new twist on this question. Now visitors ask "where is your EV charge station?"



Sept. 23, 2022

Village of Suttons Bay  
Attn: Manager Rob Larrea, Clerk Shar Fay  
420 N. Front St.  
Suttons Bay, MI 49682

Village Leadership,

In partnership with local school districts throughout our service area, Northwest Education Services (“North Ed”; formerly Traverse Bay Area Intermediate School District) has placed a restoration millage proposal on the ballot that, if approved, would allow us to maintain the current levy to support programming and services for Special Education students in our region.

Voters in the Nov. 8, 2022 election will be asked to consider a 0.5-mill restoration millage for a period of 10 years (2023-32), which would – if approved – allow North Ed to **maintain the existing regional Special Education levy at its current rate** and offset potential future reductions permitted under the Headlee Amendment.

I would like to stress the fact that North Ed currently levies 2 mills to support Special Education regionally, and taxpayers would not see that levy increase if the proposal is approved by voters. Instead, if approved, the replacement millage would only be levied to the extent necessary to restore Headlee reductions and to maintain a level 2-mill Special Education levy.

Many of the students we serve require teams of highly qualified educators and support staff, along with specialized equipment and facilities that can be costly. As educators we have an obligation to serve all students, including those with the greatest needs. In fact, local school districts in Michigan are *legally required* to ensure Special Education students are provided a Free Appropriate Public Education (FAPE) from birth to age 26.

If approved, the restoration millage would continue to ease the financial burden associated with Special Education for local school districts, allowing their general fund dollars to be used on other priorities, as determined by the local district – which could include community facilities, programming and services for all students and other general operating expenditures.

The total millage presently available to North Ed for Special Education is 2.0354 mills, of which we currently levy and have historically collected only 2 mills. However, should that available millage drop below 2 mills due to Headlee rollbacks, North Ed’s ability to levy the 2-mill amount is eliminated, meaning less funding for Special Education regionally. For each 0.1 mill that the levy is reduced, there is a loss of \$1.39 million in revenue to support Special Education in our region. The restoration millage, if supported by voters, would essentially serve as an insurance policy by offsetting potential future reductions caused by Headlee rollbacks.



## Northwest Education Services

Our current 2-mill levy generates about \$27.5 million regionally and is the largest source of Special Education funding. Federal and state sources provide roughly \$6.4 million and \$19.2 million, respectively. Still, the cost to provide Special Education services to students already outweighs these state and federal sources, *and* the regional millage. Any unfunded costs related to Special Education are the responsibility of our local school districts, which collectively used \$9 million from their general funds to cover the financial gaps during the 2020-21 school year.

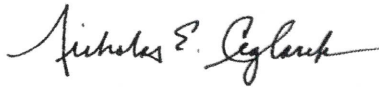
If approved by voters, the restoration millage would continue to directly support students who require specialized instruction and equipment, and provide financial support to local school districts who must meet their legal responsibility of ensuring Special Education students are able to receive the services they need.

We hope this letter helps inform your constituents of the Special Education millage proposal, and we invite you to review our webpage at [www.tinyurl.com/NorthEdMillage](http://www.tinyurl.com/NorthEdMillage), which has more information.

Lastly, we encourage everyone who is eligible to exercise their right and duty to participate in our democracy by voting in the Nov. 8 election.

If you have any questions, please do not hesitate to reach out to us.

Thank you very much,



Dr. Nick Ceglarek  
Superintendent  
Northwest Education Services

VC

**suttonsbay@suttonsbayvillage.org**

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**From:** Maureen Penfold <mpenfold@mpenfold.com>  
**Sent:** Monday, September 26, 2022 3:58 PM  
**To:** Dorothy Petroskey  
**Subject:** Short Term Rentals in the Village

To the Board.

As you prepare to make decisions about STR's that will have long lasting effects on our sweet village I would like to make some comments for you to consider.

As a Realtor and a homeowner in the village I have a lot of experience with the advantages and disadvantages of short term rentals.

I believe there is a place in our community for STR's but we need to cap the total rentals at no more than 5%. We could also institute a restriction such as Marquette has where there can only be one house per block or 500 ft. to prevent clusters of short term rentals.

It is also important to consider the differences between vacation homes (no owner present) and home stays where the owner lives on the property where rooms are being rented.

In my travels I have seen the lack of restrictions on STR's devastate entire once beautiful residential communities into literal hotel zones. And, interestingly I recently overhead a group of Realtors discussing "how sad it is that Suttons Bay Village has lost its population of residents to become Suttons Bay rental village"

Short term rentals have raised the property prices of homes in the village to the point where families find them unaffordable. I have had dozens of clients who would love to buy a home in Suttons Bay and send their kids to Suttons Bay Schools only to find that they can't afford the prices. Instead they choose an option such as Kingsley where home prices are lower.


I agree that in the summer it is nice to see our public beaches filled with young families visiting the area. I just feel that we need to figure out how to maintain a village where the greatest number of homes are occupied by long term renters or owners and a small percentage of homes are available for short term rentals.

I encourage you to continue the moratorium until you have found the solution that will keep our village beautifully balanced between residents and short term occupants.

Thank you,

Maureen Penfold

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		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2022-59</b>	
Prepared:	October 6, 2022	Pages:	1 of 1
Meeting:	October 17, 2022	Attachments:	<input type="checkbox"/>
Subject:	Coal Dock Park - Pavilion Acquisition		

**PURPOSE**

To discuss the expenditure

**OVERVIEW**

The following opportunity was discussed at committee and elevated to Village Council for discussion.

The Village has an opportunity to acquire the Inland Seas pavilion at the cost of its removal. By acquiring the pavilion, we would essentially be repurposing the structure for public use within our Coal Dock Park. Following several months of working with contractors to establish a cost and a plan to disassemble, move and reassemble the structure, we felt it was time to move this ahead for discussion.


The cost of approximately \$22,000 includes project coordination, roof removal, transportation and reassembly of the structure. We are currently working on a donation that would lower that cost by \$5,000 however, it is yet to be finalized. Prior to this expenditure, we will have the structure inspected by an engineer to ensure it is structurally adequate by today's standards.

The structure would be centrally located within the grassy area, providing our Coal Dock seasonal slip holders, residents, visitors and ISEA participants with a covered shelter and picnic area. In addition, Coal Dock Park is envisioned to transform into an educational park over the next few years and would benefit from the outdoor classroom opportunity a pavilion provides.

The park budget has the funds to cover the costs of this expenditure as some projects and purchases were put on hold due to skyrocketing costs and a self-imposed stay on park spending following the waterwheel issue.

**ACTION REQUESTED**

Discussion.

		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2022-60</b>	
Prepared:	October 6, 2022	Pages:	1 of 1
Meeting:	October 17, 2022	Attachments:	<input checked="" type="checkbox"/>
Subject:	Waterwheel Cost Estimate Discussion		

**PURPOSE**

To continue discussion on Waterwheel Park.

**OVERVIEW**

Attached you will find a cost estimate provided by our project engineer on the removal and replacement of the waterwheel wall at waterwheel park. This is an estimate, it is not a bid or contract, rather, it is more of a benchmark of understanding.

One cost that has been determined by the attached estimate is \$85,000, which is the approximate cost of the removal of the wheel structure wall. We would then add a portion of the contingency funds as we are headed into unknown territory. The total cost of removing and restoring the waterwheel structure is approximately \$300,000.

A contract proposal of \$15,000 has also been provided to you for consideration. The proposal focuses on the restoration and improvement of the creek to a more natural state. This alternative would not include a new structure wall or waterwheel replacement. Considering the history of the wheel and the memories of waterwheel past, understanding a cost for not replacing the wheel should also be understood in order to make an informed decision.

**CONCLUSION**

Please keep in mind that the rules have changed significantly over the years. We are limited by and largely dependent on how the State of Michigan views the request.

**ACTION REQUESTED**

Discussion and decision on the attached contract proposal.

September 6, 2022

Mr. Rob Larrea  
Village of Suttons Bay  
420 Front St  
Suttons Bay, MI 49682



Consulting  
Engineers and  
Scientists

**RE: Suttons Bay Stream Restoration, Leelanau County, Michigan**

Dear Mr. Larrea:

GEI Consultants of Michigan, P.C. (GEI) appreciates the opportunity to provide a proposal for site assessment and consulting services regarding the water wheel removal and stream restoration project in the Village of Suttons Bay, Michigan. We understand the project consists of removing the water-wheel substructure and its associated appurtenances within an unnamed tributary which runs through Suttons Bay, and restoring approximately 160 feet of the existing channel.

### **Scope of Services**

Based on our discussion with you, GEI will coordinate our services with the Water Wheel Restoration Project Engineer, Machin Engineering to gather existing survey data and review their temporary stream stabilization designs. Our stream restoration experts will conduct a stream assessment along the reach of the unnamed tributary, extending from the headwaters (west of Lincoln Avenue) to Suttons Bay (approximately 1,250 lineal feet of survey) within 2 weeks of notice to proceed. Based on our field observations, GEI will develop schematic designs for a naturalized channel and floodplain restoration from approximately St Mary's Avenue downstream to the alley below the water wheel structure, which consists of approximately 160 lineal feet of channel. Optional channel and floodplain sections will be provided for the reaches between the alley and Front Street. Our designs will incorporate conceptual level hydrologic and hydraulic analysis to verify appropriate channel and floodplain design. The conceptual design will be completed within 6 weeks of the notice to proceed.

The deliverables for this project will include a conceptual level set of plans, a brief design memo, and engineers estimate of probable cost. Additional products such as site renderings and informational posters can be developed if requested under separate scope.

GEI anticipates 3 meetings will be required as part of this project. The first meeting will consist of a kickoff meeting with Village staff and Machin Engineering. The second meeting will be to review the conceptual design, and the third meeting will present the findings to the Village Board.

### **Project Cost**

Initial field assessments and conceptual designs will be conducted on a time and materials basis. GEI's cost for the scope of work described is estimated to be approximately \$15,000 which will be invoiced in accordance with the attached GEI Michigan Rate Schedule.

**manager@suttonsbayvillage.org**

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**From:** Patrick J. Machin, P.E.  
**Sent:** Monday, September 26, 2022 3:54 PM  
**To:** manager@suttonsbayvillage.org  
**Subject:** Waterwheel Project Engineer's Cost Estimate  
**Attachments:** 22115\_OPCC\_Waterwheel Park.pdf; 22115\_Water Wheel\_CONCEPT\_092622.pdf

Hi Rob,

I have prepared a cost estimate for the removal and replacement in a slightly upstream location for the waterwheel structure and associated stream restoration activities including a temporary re-routing of the stream. Included is a conceptual drawing for reference to the major items in the costs estimate.

I have some extra monies in the engineering over our contract cost to cover the emergency work and additional work possible with the EGLE, depending on the project outcome. Our original contract cost is for \$15,500 including costs for permitting with EGLE.

Major items are:

- Concrete retaining wall
- Hand formed stream
- Subbase slab
- Temporary stream relocation
- Observation deck. The cost includes metal railing, wood decking, except where metal grating is over the waterwheel.

We worked with Team Elmer's and Spence Brothers on the unit costs to represent current costs.

Any questions please let me know.

Sincerely,

**Please note my extension number has changed to Ext 700.**

Patrick J. Machin, P.E.\* | Principal



2301 N Garfield Rd, Suite C  
Traverse City, MI 49686  
T: 231-935-1530 Ext 700  
O: 855-935-1530

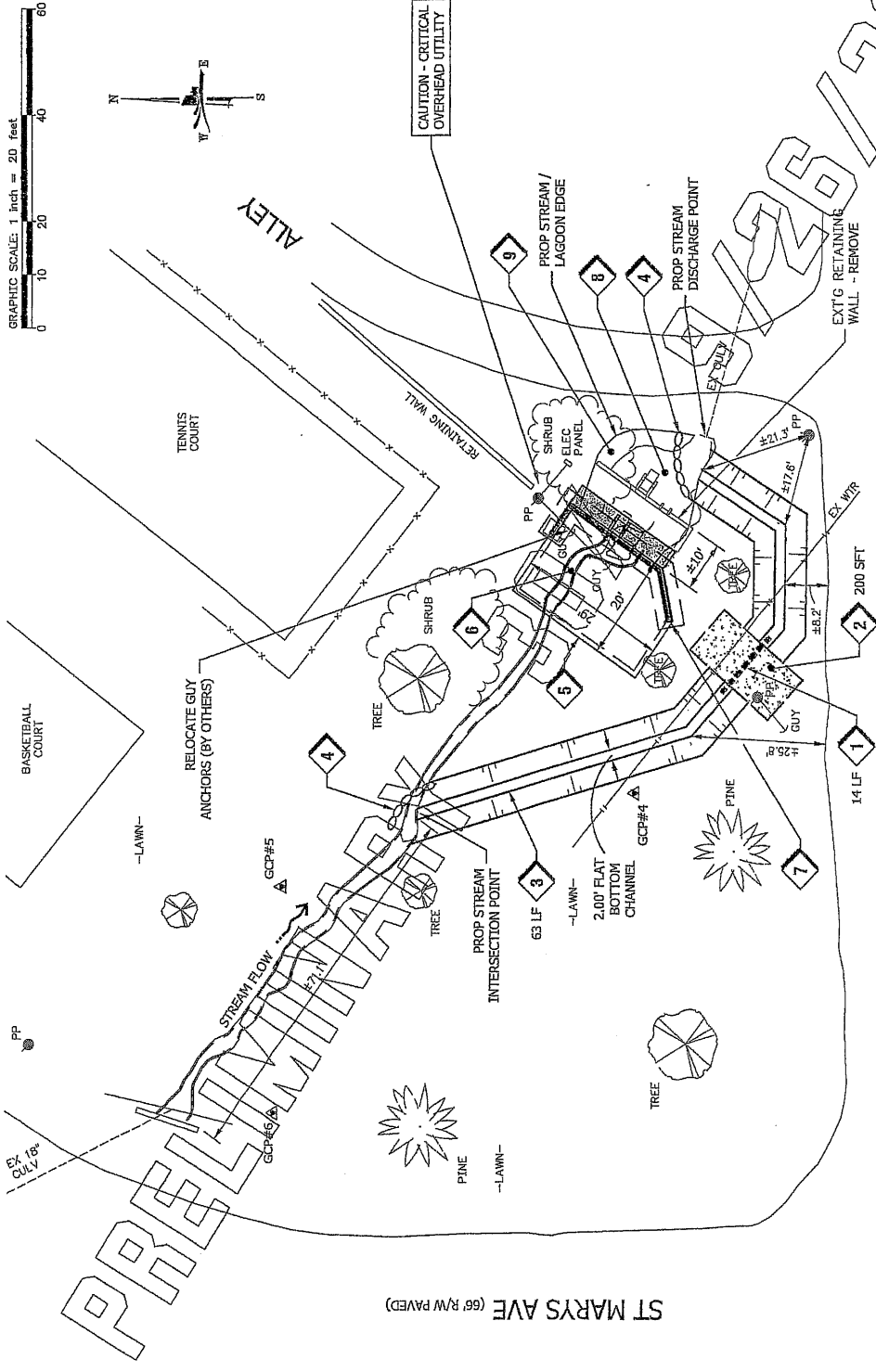
*\* For a complete list of states where licensed, please visit the website.*

To view our company video, visit:  
[www.machinengineering.net](http://www.machinengineering.net)

**OPINION OF PROBABLE CONSTRUCTION COST**  
**Village of Suttons Bay**  
**WATER WHEEL STRUCTURE REPLACEMENT**  
**September 26, 2022**

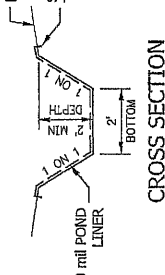
Item No.	Item Description	Unit	Qty.	Unit Cost	Cost
<b>Demolition and Excavation</b>					
1	Mobilization & Demobilization	LS	1	\$10,000.00	\$10,000.00
2	Demolition Existing Structure	CY	88	\$100.00	\$8,800.00
3	Temporary Access and Silt Fence	LS	1	\$3,500.00	\$3,500.00
4	Temporary Stream Relocation	LS	1	\$9,900.00	\$9,900.00
5	Earth Excavation	CY	200	\$35.00	\$7,000.00
6	Dewatering	LS	1	\$15,000.00	\$15,000.00
7	Crushed Stone Base	CY	40	\$90.00	\$3,600.00
8	Backfill, MDOT Class II, CIP	CY	130	\$20.00	\$2,600.00
9	Remove and Restore Temporary Stream Area	LS	1	\$7,500.00	\$7,500.00
10	Topsoil, Seed, and Mulch	SY	900	\$6.00	\$5,400.00
11	Relocate Power Pole & Service	LS	1	\$12,000.00	\$12,000.00
SUBTOTAL:					\$85,300.00
<b>New Structure</b>					
11	Reinforced Concrete Retaining Wall	LF	39	\$1,500.00	\$58,500.00
12	Concrete Slab, 6"	SF	540	\$25.00	\$13,500.00
13	Stream Bank Restoration	LF	80	\$150.00	\$12,000.00
14	Stream Channel Hand Form	LF	32	\$320.00	\$10,240.00
15	Overflow Structure	LS	1	\$1,200.00	\$1,200.00
16	Waterwheel Structure (not i/c wheel)	LS	1	\$6,600.00	\$6,600.00
17	Observation Deck	LS	1	\$26,000.00	\$26,000.00
18	Rip-Rap Stone, 18"-24"	CY	20	\$200.00	\$4,000.00
19	Disconnect & Reconnect Site Electrical	LS	1	\$3,500.00	\$3,500.00
20	Site Lighting	LS	1	\$10,000.00	\$10,000.00
SUBTOTAL:					\$145,540.00
SUBTOTAL:					\$230,840.00
20% CONTINGENCIES:					\$46,200.00
ENGINEERING FEES:					\$18,500.00
<b>TOTAL ESTIMATED PROJECT COST:</b>					<b>\$295,540.00</b>

- Costs for engineering, surveying, permit fees, etc. are not included in the estimate.
- Costs for financing, land, right-of-way, easement acquisition, and permit fees are not included in this cost estimate.
- This cost estimate is approximate. Actual construction bids may vary significantly from this statement of probable costs due to timing of construction, changed conditions, labor rate changes, or other factors beyond the control of Machin Engineering, Inc.
- Costs for temporary stream diversion channel are included in this estimate but may be completed under a separate contract by the Village.



**KEY NOTES**

- 1 PROP 18" CULV
- 2 PROP 10" WIDE CRUSHED STONE TEMP ACCESS DRIVE, 3'-5" STONE
- 3 PROP 2' WIDE BASE TEMP STREAM CHANNEL W/ CONT 40 mil POND LINER ON SMOOTH PREPARED BASE
- 4 PROP 6-8" RIP RAP STONE OVER GEOTEXTILE
- 5 PROP 6" SUB-BASE SLAB
- 6 PROP HANDFORMED STREAM CHANNEL
- 7 PROP RETAINING WALL W/ 4' WIDE OBSERVATION DECK
- 8 PROP LAGOON
- 9 PROP STREAM BANK RESTORATION EA SIDE OF PROP & EXT'G "LAGOON"



**CROSS SECTION**

**MACHINE ENGINEERING**  
Incorporation  
TRAVERSE CITY, MI PH 231.985.1550  
www.machineengineering.net

REV#	DESCRIPTION	DATE
A	ISSUE FOR PERMITS	10/20/22


PROJECT TITLE:  
**VILLAGE OF SUTTONS BAY WATERWHEEL PARK STRUCTURE**

CLIENT:  
VILLAGE OF SUTTONS BAY  
420 N FRONT ST, PO BOX 385,  
SUTTONS BAY, MI 49682

SHEET TITLE:  
**CONCEPTUAL SITE PLAN**

PROJECT NUMBER: **22115**  
SHEET NUMBER: **FIG 1**



		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2022-61</b>	
Prepared:	October 6, 2022	Pages:	1 of 1
Meeting:	October 17, 2022	Attachments:	<input type="checkbox"/>
Subject:	Peninsula Housing Waiver of Fees		

**PURPOSE**

To discuss the request presented.

**OVERVIEW**

Peninsula Housing has requested a waiver of fees for three applications for zoning text amendments. The fee schedule provides that a request for a zoning amendment must accompany a \$1000 fee per amendment. The fee schedule does not appear to provide for waiving zoning amendment fees.

In addition, Mr. Mawby requested that Council consider the housing ready checklist. It was reviewed by council in July of 2021 and the planning commission reviewed the same information in 2020.

**ACTION REQUESTED**

Discussion and/or decision on the attached request.

## Dorothy

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**From:** larry mawby <home@peninsula-housing.org>  
**Sent:** Tuesday, October 11, 2022 8:34 AM  
**To:** Rob Larrea; Dorothy  
**Subject:** Village Council Agenda Items  
**Attachments:** HousingReadyChecklist.pdf; Untitled attachment 00003.htm

Suttons Bay Village Council:

This email is a request for two items to be added to the agenda for the upcoming Village Council meeting.

The first is a followup to our discussion at last months committee of the whole about waiving the fees for zoning amendments requests for Peninsula Housing's recently filed zoning amendment requests. This action item would assist in our work to develop affordable housing in the Village.

The second request is that the Village Council consider the Housing Ready Checklist [pdf attached]. I request that the Council direct the Planning Commission to consider this document and the suggestions it contains while developing the new master plan and in their zoning ordinance work. Also, and equally importantly, I request that the Council itself take the document into consideration, and work to act upon the suggestions therein that pertain to the Council's work. All this in furtherance of assisting in providing and keeping affordable housing in our village. Our community depends upon it.

Thank you for your consideration. I will attend the Council meeting to answer any questions you may have about either or both of these requests.

Larry Mawby



Office of Planning and Zoning  
420 N Front Street  
P O Box 395  
Suttons Bay, MI 49682  
231-271-3051 or 231-392-5828  
[zoning@suttonsbayvillage.org](mailto:zoning@suttonsbayvillage.org)

## APPLICATION FOR ZONING ORDINANCE TEXT AMENDMENT

This application must be typed or printed in ink and completed in full. An incomplete or improperly prepared application will not be accepted and will result in processing delays.

### A. APPLICATION INFORMATION

Name of Applicant: Peninsula Housing

Address: PO Box 555, Suttons Bay, MI 49682

Phone: 231-866-0512 E-mail: home@peninsula-housing.org

Name of Agent: Larry Mawby

Address: PO Box 555, Suttons Bay, MI 49682

Phone: 231-866-0512 E-mail: home@peninsula-housing.org

Please specify to whom all communications should be sent: Applicant  Agent

### B. PURPOSE OF APPLICATION

Section(s) reference: Section 5-2 Schedule of Uses: Mixed Use Districts [page 5-3]

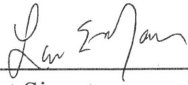
Please explain why the zoning text amendment is being requested (if additional space is required please attach a separate sheet).


Amendment requested to facilitate multi-family affordable workforce housing

Please provide in detail a draft of the proposed text amendment, including all necessary additions to or deletions from current zoning ordinance text (if additional space is required please attach a separate sheet).

Amend to add under Residential Dwellings: Multi-family in SG

### C. SIGNATURE:

 9/9/2022  
Applicant Signature Date

 9/9/2022  
Agent Signature Date



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Phone: 231-866-0512 E-mail: home@peninsula-housing.org

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### B. PURPOSE OF APPLICATION

Section(s) reference: Section 9-7 Multi-Family Development [page 9-5]

Please explain why the zoning text amendment is being requested (if additional space is required please attach a separate sheet).

Amendment requested to facilitate multi-family affordable workforce housing

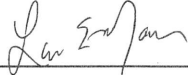
Please provide in detail a draft of the proposed text amendment, including all necessary additions to or deletions from current zoning ordinance text (if additional space is required please attach a separate sheet).


Amend A, which currently reads: A. Maximum Units. Eight (8) units per structure maximum and  
18 units per acre gross density.

striking Eight (8) units per structure maximum and

to read: Maximum Units. 18 units per acre gross density.

### C. SIGNATURE:

 9/9/2022  
Applicant Signature Date

 9/9/2022  
Agent Signature Date



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### B. PURPOSE OF APPLICATION

Section(s) reference: Section 5-3 Spatial Requirements: Mixed Use Districts [page 5-4

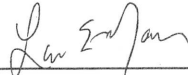
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Please provide in detail a draft of the proposed text amendment, including all necessary additions to or deletions from current zoning ordinance text (if additional space is required please attach a separate sheet).

Amend Stories - Maximum (number) to 1 1/2 min 3 max. in SG

### C. SIGNATURE:

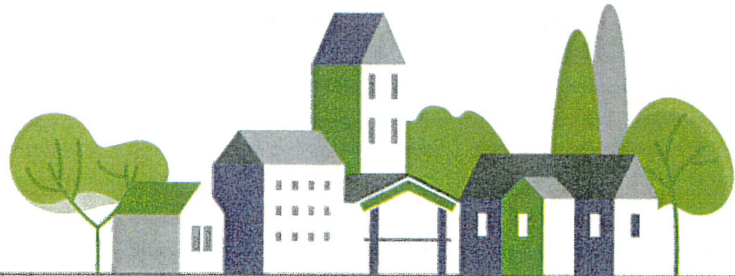
  
Applicant Signature                      Date 9/9/2022

  
Agent Signature                      Date 9/9/2022



**HOUSING  
NORTH**

**NORTHWEST MICHIGAN  
HOUSING READY CHECKLIST**



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**HOMES FOR OUR FUTURE**

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Housing North is a nonprofit organization formed in 2018 to build awareness, influence policy, and grow capacity and resources so communities can create housing solutions that meet their unique needs. It's governed by a ten-county Board of Directors that represent business; philanthropy; local, county, and tribal government; workforce development; and housing agencies from throughout the ten-county region of Northwest Lower Michigan.

[www.housingnorth.org](http://www.housingnorth.org)

**This checklist is adapted from the Housing Ready Checklist developed by the Leelanau County Housing Action Committee.**



## HOUSING READY CHECKLIST

Northwestern Michigan is experiencing a shortage of housing –particularly rental housing – that is affordable to a broad range of income levels. The short supply of available housing leaves many families with few choices but to live in deteriorating, inadequate, unsafe, or unaffordable homes—if they stay or move to the region at all. Families and young people may choose to live elsewhere, limiting our workforce and harming businesses. Businesses struggle to find employees who can afford to nearby and often lose potential new recruits to businesses where more affordable housing options are available. Quality housing means quality employees.

Without spending significant resources, local governments and communities can help by ensuring that there are opportunities for development that can create a variety of housing options for all people in the community. Local and county governments can work in partnership with developers and community organizations and businesses to support housing goals and smart, sustainable projects.

This checklist is designed to help communities evaluate their own standards, strategies, plans, and ordinances to ensure they are designed in a way that meets local needs for workforce housing. It is adapted from the Housing Ready Checklist developed by the Leelanau Housing Action Committee, which was based on practices that have been used in many communities' local plans and zoning ordinances to create more development opportunities and support workforce housing initiatives.

### Local Government Roles

Planning commissioners and elected boards, like city councils and township boards, make decisions about zoning and development in villages, townships, and some counties in Northwest Michigan. This means local governments are essentially the 'gate keeper' for directing and determining what type, how much, and where workforce housing is built in your community. Without proper regulations and policies, developers are forced to pursue expensive, time-consuming rezoning or variance requests interfering with project schedules, creating project uncertainty, and often litigation or abandonment of their project.

Using the Housing Ready checklist, we can begin local conversations about how to ensure that our communities' policies are fair and predictable, and that they allow the types of housing we need, while preserving the local character that makes Northwest Michigan such a desirable place to live.





## HOW TO USE THIS CHECKLIST

Very few, if any, communities will be able to answer “yes” to every question on this checklist—and not every community will want to! Each community’s plans, policies, and procedures are unique to local circumstances, and the inclusion of elements on this checklist doesn’t necessarily mean they’re appropriate for your community. Rather, the checklist can be a starting point for examining how your community plans for housing choices.

### **Where Do We Start?**

Advocates or officials can suggest or request that their local planning commissions and/or elected boards complete and/or review the checklist at a study or working session, or even at a joint meeting of the planning commission and elected board. Local housing networks or Housing North staff can help facilitate the checklist completion process and conversation. Once the checklist is complete, local officials may identify some elements that can be added or modified in local plans and policies as a “to-do” list for action.

### **Understanding the Terms in this Document**

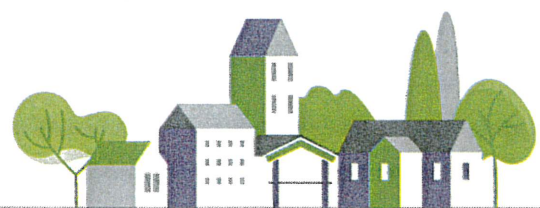
It’s unlikely that everyone in the conversation will be familiar with all of the terms and techniques included in the checklist. Local partners, advocates, community networks, and Housing North can help by participating in local discussions and sharing resources and information. Contact information is available on [www.homesforourfuture.org](http://www.homesforourfuture.org).

### **We Know What We Need to Change! Now What?**

Changes to policies, plans, and procedures can be complex and time-consuming. While some communities have staff to help make changes, others may want or need to consider outside assistance from planning consultants and others. **Housing North and local housing networks are here to help.** Please visit [www.homesforourfuture.org](http://www.homesforourfuture.org) for information on local housing networks that can provide recommendations on technical assistance, help with zoning reviews, or questions or suggestions on the checklist.

### **What is Workforce Housing?**

Generally speaking, workforce housing means housing our workers can afford – our teachers, restaurant employees, firefighters, electricians, and others making around the County’s median income. Nearly all experts agree that a household’s housing costs should not exceed 30% of its income. Therefore, workforce housing commonly refers to housing that costs less than 30% of the area’s median income.—and that housing is becoming harder and harder for the workforce to find. Current local median income data, and more information on housing terms and definitions is available online at [www.homesforourfuture.org](http://www.homesforourfuture.org).



**HOMES FOR OUR FUTURE**

The Housing North Homes for Our Future campaign is a call to action for the public, local governments, employers and schools. The Housing Ready Checklist is one way communities can participate in the campaign. Other resources and opportunities for participation, like sample resolutions, messaging guidance, data, a calendar of events, best practices, and more, are available online at



## COMMUNITY NEEDS ASSESSMENT

Understanding the needs for housing, and the barriers standing in its way, is an important first step in determining which changes are needed in your community's plans, policies, and procedures.

### Has your community taken steps to understanding local housing needs?

1. Has your community expressed an interest or need for more housing options?
2. Have the following stakeholders participated in discussions regarding the need for workforce housing?  
 employers  school districts  families  local residents  nonprofits  other jurisdictions  
 developers  landowners
3. What methods have been used?  
 questionnaire/survey  public comment  online options  public meeting(s)  
 presentation of options with discussion  focus groups  other

## PLANNING STRATEGIES

The legal framework for determining where and what type of development occurs through zoning—but zoning must be based on an adopted community master plan. Plans are an important way to begin conversations about housing, and can provide guidance about how housing needs should be addressed and accommodated in local policies and zoning ordinances.

### Has your community considered planning initiatives or amendments to address housing?

1. Y  N  a Master Plan that advocates for housing that meets the needs of all residents
2. Y  N  setting a goal for an amount of workforce housing needed (as a number of units or as a percentage of total housing) and developed a method to track progress
3. Y  N  mapping priority development areas in and adjacent to villages and settlements where workforce housing is to be included with other housing types
4. Y  N  "pre-permitting" selected sites within the designated priority development area(s)
5. Y  N  becoming "Redevelopment Ready Certified" to access Michigan Economic Development Corporation (MEDC) financing, resources, and marketing?

## BEST PRACTICE HIGHLIGHT: MANISTEE HOUSING ACTION PLAN

The Manistee Housing Action Plan, adopted by the Manistee City Council in October 2019, summarizes housing needs and identifies local policies and actions that could support new housing efforts. Recommendations address zoning, financing, communications and public outreach, tax incentives, and more. The plan was developed through the Rising Tide initiative of the Michigan Economic Development Corporation, in partnership with Beckett & Raeder and Housing North, and is available online at [mirisingtide.org/Manistee](http://mirisingtide.org/Manistee).



## ZONING STRATEGIES

Development begins with zoning, which is a locally-adopted law that regulates where, how, and what type of development is allowed in a community. The right zoning can create a clear, predictable path for developers to follow, resulting in the type of housing that a community wants and needs. But it can also be a barrier, preventing the construction of many types of in-demand homes, increasing development costs, or requiring complex and lengthy approval processes. It's important for communities to make sure that their local zoning ordinances are up-to-date, fair, predictable, and reflective of the community's needs and preferences for housing.

### Does your community's zoning ordinance include/allow the following:

1. Y  N  an established, simple, and easily accessible development approval process
2. Y  N  lot splits
3. Y  N  single family homes to be converted to multi-family units
4. Y  N  expanded boundaries of high density residential districts
5. Y  N  a mixture of densities and dwelling types that are allowed by right (preferably) or by special use, especially in priority development area(s), including:
  - Y  N  multi-family housing (townhomes, condos, apartments, duplexes, multiplexes, etc.), with the same/similar lot dimension requirements as single-family homes when practical
  - Y  N  small minimum dwelling size (450 sq. ft. or less is suggested) for all housing types
  - Y  N  zero lot line homes
  - Y  N  dormitory housing or boarding room housing in certain districts under defined conditions
  - Y  N  mixed-use buildings that allow housing in commercial districts
  - Y  N  accessory dwelling units (ADUs) or granny flats
  - Y  N  cottage developments
6. Y  N  definitions that distinguish between "long-term rental" and "short-term rental"
7. Y  N  single-room (long-term) rentals in single-family homes
8. Y  N  an ordinance that regulates short-term rentals, including limiting or prohibiting short-term rentals of non-owner occupied homes in districts targeted for workforce housing
9. Y  N  an ordinance that allows Planned Unit Developments (PUDs) through a clear, fair, predictable process that encourages inclusion of workforce housing
10. Y  N  form-based zoning in districts that have been designated as priority development area (s)
11. Y  N  encourage or incentivize energy efficiency and sustainability to maintain affordability
12. Y  N  overlay districts to delineate priority development area (s) for workforce housing



## ZONING STRATEGIES

### Does your community's zoning ordinance allow incentives for workforce housing including:

1. Y  N  density bonus when retaining open space
2. Y  N  density bonus when a percentage of units are set aside for workforce housing
3. Y  N  reduced number of parking spaces required
4. Y  N  reduced utility hookup fees
5. reduced minimum dwelling and lot width and size for:  
 below market-rate housing  districts targeted for workforce housing  in-fill development
6. Y  N  height bonuses if residential is incorporated in a mixed-use building
7. Y  N  emphasizing incentives in priority development area(s)

### Has your community considered the following regarding Accessory Dwelling Units (ADUs or "Grannie Flats"):

1. Y  N  minimal restrictions on ADU height, dwelling size, lot area, ratio of ADU size to primary residence size, maximum number of bedrooms/occupants, and parking
2. Y  N  ADUs for long-term rentals allowed by-right
3. Y  N  one attached and one detached ADU is allowed on same property
4. Y  N  limit or eliminate short-term rental of ADUs in districts targeted for workforce housing

## BEST PRACTICES HIGHLIGHT: CITY OF CHARLEVOIX ZONING CHANGES

In response to an urgent need for workforce housing by local businesses, the City of Charlevoix has taken a proactive stance to housing readiness by updating local plans and policies. Beginning in 2017, it began exploring and adopting changes to zoning that would create more opportunities for housing development in the City. Zoning has since been amended to allow accessory dwelling units, conversions of single-family homes to two-family homes, and single-room rentals in owner-occupied homes, all while streamlining approval processes for development. At the same time, the City is exploring innovative ways to regulate short-term rentals in order to ensure that the new housing created by its zoning changes remains available for year-round residency. The City is also exploring other ideas, including use of City-owned property for housing development and infrastructure incentives for residential development.



## FUNDING & FINANCING

When building homes that are affordable to the workforce, there is almost always a “gap” between the costs of construction and a price that’s affordable to the end buyer or renter. Builders and partners have to find a way to fill that gap, often with grants, low-interest loans, donations of land, tax incentives, or waived infrastructure or other fees. It often takes a significant investment of time and expertise to find and secure that gap funding or subsidy. Local governments can help by approving tax incentives or other tools, or even providing a local source of funding that can be applied to predevelopment activities and/or financial gaps in a project. These activities demonstrate local commitment and reduced project risk to funders, and can leverage significant investment from public or private sources.

### Has your community considered or implemented:

1. Y  N  working with community development finance institutions (CDFIs) to provide financing for developers and buyers when banks won’t lend
2. Y  N  adopting an ordinance and clear approval procedures for payment in lieu of taxes (PILOT) incentives
3. Y  N  establishing a Neighborhood Enterprise Zone to provide tax incentives for home rehabilitation and new residential development
4. utilizing the following to acquire land or fund the development of workforce housing:  
 Michigan or county land bank authority  Brownfield Redevelopment Authority  tax increment financing  housing tax exemption  Payment In Lieu of Taxes (PILOT)  private/government grants  private land trusts  local investment groups  private and public donations  other

## ENSURING LONG-TERM HOUSING AVAILABILITY AND AFFORDABILITY

Whenever communities work to encourage more housing choice, it’s important to consider how—and for how long – that housing will be made available to the workforce and other long-term residents. There’s often a concern that new homes created under these housing initiatives will be marketed or “flipped” for a windfall profit, and/or that they’ll be converted into short-term rentals like AirBnBs. These practices can be easily avoided with a little forethought and some partnerships with housing agencies and others, through mechanisms like deed restrictions, second mortgages, and community land trusts. These practices require that homes are only eligible to be sold or rented to income-eligible households at an affordable price, and that they’ll be occupied only by the owner or primary renter. Local governments, developers, and community organizations can enter into partnerships with nonprofit developers or housing agencies that routinely manage these types of requirements.

More information on community land trusts and shared equity homeownership is available from the organization Grounded Solutions, online at [groundedsolutions.org](http://groundedsolutions.org).



## DEVELOPMENT OPPORTUNITIES

A hallmark of successful workforce housing projects is participation and support from a variety of partners: private developers, local governments, community development finance institutions, state agencies, volunteers, and nonprofits. Because development is so expensive, and often require different funding sources, projects tend to be complicated, and require help from multiple partners. Your community can play a key role in streamlining the development process by convening those partners and coordinating projects, while ensuring that local assets and infrastructure are “housing ready.”

### Has your community considered or implemented:

1. Y  N  partnerships with nonprofits, businesses, schools, and private developers to advance workforce housing development?
2. Y  N  working with partners to market housing development opportunities?
3. Y  N  whether your current infrastructure supports increased housing density?
4. identifying factors that limit density:  
 parking  roads  soil conditions  Brownfield(s)  septic/sewer  other
5. Y  N  opportunities to rehab deteriorated, abandoned, or unused buildings or properties for workforce housing?
6. Y  N  a transparent, easy to follow “developer’s checklist” of zoning and other requirements that must be met before a project is launched?
7. Y  N  forms and permits that are simple, easy to access, and make the development process as transparent and efficient as possible?
8. Y  N  establishing or using the county or state land bank authority as a development tool and partner?
9. Y  N  creating an inventory of local-government owned properties, redevelopment-ready properties, or other sites available and appropriate for housing development?

## BEST PRACTICE HIGHLIGHT: LEELANAU HOUSING PARTNERSHIPS

Leelanau County is home to a number of local partners that work closely together on housing initiatives. The Leelanau Housing Action Committee, a committee of the Leelanau County Planning Commission, focuses on building “housing readiness” in the County by working with local governments to share information about housing needs and promote the Housing Ready Checklist, which it developed in 2019. Meanwhile, the Leelanau County Land Bank Authority provides important tax benefits and revenue to kick-start private investment on tax-foreclosed or other properties, in partnership with housing nonprofits like Habitat for Humanity and Leelanau REACH—a volunteer-based local housing nonprofit focused on creating new housing opportunities. With property donations from local philanthropists, financing from community development finance institutions (CDFIs) like the Opportunity Resource Fund, and development assistance from the Traverse City Housing Commission, REACH has coordinated the development of four single-family workforce homes in Northport.

