



VILLAGE OF SUTTONS BAY
Village Council Meeting
420 N. Front Street, Suttons Bay, MI 49682
REGULAR MEETING
Monday June 20, 2022 5:30 p.m.
Agenda

There will also be a Zoom link (which can be found on our website at www.suttonsbayvillage.org) for remote attendance for those members of the public wishing to participate.

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
 - a. Approval of Minutes – May 16, 2022
 - b. Payment of Invoices
 - c. Accept the 2021 FYE Audit
4. Agenda Approval
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
6. Unfinished Business
None
7. New Business
 - a. VSB Report 2022-37 Harbor Heights PUD Amendment
 - b. VSB Report 2022-41 Short Term Rental Moratorium
 - c. VSB Report 2022-38 ADU Amendment
 - d. VSB Report 2022-35 FV Contract- Three Way Stop
 - e. VSB Report 2022-39 Waterwheel Park Engineering Proposal
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 as soon as possible.



VILLAGE OF SUTTONS BAY
VILLAGE COUNCIL REGULAR
MEETING MINUTES OF MAY 16, 2022

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

Present: Bahle, Case (arriving at 5:32 p.m.), Christensen, Long and Smith
Absent: Lutke and Suppes
Staff present: Fay, Larrea and Miller

Consent Agenda

Bahle moved, Smith seconded, CARRIED, to approve the Consent Agenda as presented. The Village Council meeting minutes of April 18, 2022, are approved. The payment of invoices is approved. Village Council approved the appointment of Sandra Boone to the Suttons Bay Bingham District Library Board of Directors, for a four-year term ending January 2026. Ayes: 4, No: 0.

Agenda approval

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

Public Comment/Communication and Reports

Lois Bahle introduced herself as a new Leelanau County Commissioner.

William Crackel commented on the drainage issue in front of his house, needed pavement repairs in the area, the house at 422 St. Mary's, and policing short-term rental parking.

VSB Report 2022-28 Manager's Report

Smith inquired about the S. Shore drainage. Larrea's report refers to phase I, which is taking care of the water shedding off the road. For Phase II, the DEQ will come in and do an assessment. Phase II will require a public/private partnership.

Case inquired about Waterwheel Park relative to the Parks and Rec Plan, the Cherry Capital Cycling request stating the positivity of the cycling repair station at North Park, the Marina Park pavilion, and the possible relocation of the electrical panel at Marina Park.

Long asked if there is a parking component to the current Short-Term rental ordinance. Yes, parking is currently in the ordinance and the Short-Term Ordinance update is an ongoing process, stated Larrea.

Christensen inquired about the street light on Broadway, and would like the Village to treat the light on Broadway as a separate issue. She would like all the street lights in the Village to be looked at, and encourages lighting that does not prohibit viewing the dark sky at night time. Larrea stated the Village is able to look at the Consumers Power website and see all of the Village lights and their type.

Larrea stated there is a need to clean up the edge at North Park which would require permits.

Good of the Order

Case encouraged Council members to observe the presence of electric bikes in the area, noting three e-bike rental places in Suttons Bay. He suggested providing the rental businesses the Village guidelines of not allowing bikes on Village sidewalks.

Public Comment

Lois Bahle commented on the Marina Park pavilion. She believes e-bike rental businesses have videos for renters to watch regarding e-bike etiquette.

Crackel believes e-bike renters are required to provide a signature. He furthered cautioned about removing street lights at the request of residents.

The meeting adjourned at 5:57 p.m.

Meeting minutes submitted by Shar Fay, Clerk.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
05/28/2022	18624 (E)	BLUE CROSS BLUE SHIELD OF MICH	GR 007015354 0001-JUNE 2022 PREMIUM	373.29
05/18/2022	18634 (E)	AMAZON	OTTERBOX/SCREEN PROTECTOR	37.12
05/18/2022	18635 (E)	AMAZON	S8LF GREEN FLASHING BEACON LIGHT	104.99
05/18/2022	18636 (E)	NEST	ANNUAL SUBSCRIPTION MAY 2022-2023	200.00
05/25/2022	18637 (E)	ADOBE	MNG SOFTWARE-JUNE 2022	15.89
05/25/2022	18638 (E)	AMAZON	MARINA - 36 CHANNEL TWO WAY RADIO	79.99
05/25/2022	18639 (E)	FIFTH THIRD BANK	BANK FEES MAY 2022	180.67
05/25/2022	18640 (E)	LEELANAU CONSERVATION DISTRICT	2022 ANNUAL PERMIT-SOIL EROSION	218.00
05/25/2022	18641 (E)	PITNEY BOWES - PURCHASE POWER	APRIL POSTAGE-VARIOUS ACCOUNTS	858.83
05/25/2022	18642 (E)	VISION SERVICE PLAN	ACCT# 30 017164 001 MAY 2022 PREMIUM	205.06
05/26/2022	18643 (E)	NEST LABS	NEST-10 DAY VIDEO HISTORY-MARINA	3.89
05/31/2022	18644 (E)	AMAZON	EXPANDING FILE FOLDERS	14.99
06/14/2022	18645 (E)	CHARTER COMMUNICATIONS	ACCT# 8245 12 122 0022588 146 S SHORE	142.96
06/14/2022	18646 (E)	CERRYLAND ELECTRIC	ACCT# 8364410 1522 RICHTER	172.33
06/14/2022	18648 (E)	AMAZON	45% PURE VINEGAR WEED REMOVAL	19.99
06/14/2022	18649 (E)	GFL ENVIRONMENTAL	SERVICE JUNE 2022 326 FRONT	557.67
06/14/2022	18650 (E)	PITNEY BOWES	1522 RICHTER JUNE 2022	257.42
05/18/2022	45808	GRAINGER	2ND QUARTER RENTAL -POSTAGE MACHINE	140.10
05/18/2022	45809	DC COLLECTIVE GROCER	SAFETY SIGN 18 X 12 NO PETS ALLOWED	162.39
05/18/2022	45810	EDIE AYLSWORTH	OFFICE SUPPLIES	32.93
05/18/2022	45811	BAYSHORE OIL & PROPANE	GAS REIMBURSEMENT TEAL TRUCK	22.00
05/18/2022	45812	LESLIE COUTURIER	549 GAL REC 90 @ 3.85	2,482.58
05/18/2022	45813	CUMMINS BRIDGEWAY, LLC	ZONING ADMIN AGREE - MAY 2022	480.00
05/18/2022	45814	FLEIS & VANDENBRINK ENGINEERING	CUST# 219913 ONAN-DFCB-5745349	1,212.28
05/18/2022	45815	GOOD NATURE GARDENS, INC	PROJECT#842140 WHPP SERVICES 3RD QTR	2,400.00
05/18/2022	45816	THE HOME CITY ICE COMPANY	GARDEN MAINTENANCE/MULCH	243.50
05/18/2022	45817	R W MERCER CO	174 @ 1.22 /DELIVERY	219.78
05/18/2022	45818	MI MUNICIPAL LEAGUE WORKERS CO	CUST#SUT100 REPLACE FILTERS	1,141.50
05/18/2022	45819	CUSTOM INK	5002750-21 WC INSTALL#4 21-22	1,377.00
05/18/2022	45820	MOLON EXCAVATING, INC	MARINA LOGO HOODIES	433.51
05/18/2022	45821	NETLINK BUSINESS SOLUTIONS	STREET SWEEPING 2022	6,180.00
05/18/2022	45822	INTEGRITY BUSINESS SOLUTIONS	3 MO. MAINTENANCE AGREEMENT RICHTER RD	144.00
05/18/2022	45823	PURE WATER WORKS	SCOTT TOWELS	101.58
05/18/2022	45824	SECURITY SANITATION, INC	2 5 GAL/BOTTLE DEPOSITS	61.00
05/18/2022	45825	XYLEM WATER SOLUTIONS USA, INC	MARINA PORTA JOHN RENTAL MAY 2022	315.42
05/18/2022	45826	LESLIE COUTURIER	WMTP SUPPLIES-UV LIGHTS	2,600.00
05/18/2022	45827	PHOEBE L DEVOL	REIMBURSE SQUARE TERMINAL TEST	1.00
05/25/2022	45828	DOROTHY PETROSKEY	REIMBURSE SQUARE TERMINAL TEST	3.00
05/25/2022	45829	BRAMER AUTO SUPPLY	REIMBURSE SQUARE TERMINAL TEST	1.00
05/25/2022	45830	GRAINGER	CUST#8571 WASHER FOR PUMPOUT	2.67
05/25/2022	45831	COUNTY OF LEELANAU	DUESTER PARK BREAKER REPAIR KIT	396.89
05/25/2022	45832	DTE ENERGY	MAY 2022 MTT'S	1,662.82
05/25/2022	45833	ALLEN SUPPLY	VARIOUS ACCOUNTS APRIL 2022	798.29
05/25/2022	45834	BURNS ROD WELDING	VILLAGE MARINA LCOKS/DOOR CLOSER	3,179.91
05/25/2022	45835	THE COPY SHOP	MARINA-DOCK BEAM REPAIR	3,469.11
05/25/2022	45836	FIELD CRAFTS, INC	2022 HAULER MANIFEST	145.00
05/25/2022	45837	GOURDIE-FRASER INC	MARINA UNIFORMS-T SHIRTS	214.92
05/25/2022	45838	MI MUNICIPAL LEAGUE WORKERS CO	PROJECT # 22053 SEWER WATER ORD REVIEW	1,740.50
05/25/2022	45839	WILKIE, PATRICK	5002750-22 INSTALL #1, WORK COMP 22-23	1,058.00
05/25/2022	45840	MR CLEAN	UB refund for account: DRPA-000755-0032-	8.09
05/25/2022	45841	MI WATER ENVIRONMENT ASSOC	CLEANING SERVICE APRIL 2022	410.00
05/25/2022	45842	PRIORITY HEALTH	FFAS BIO SOLID CONFERENCE-DAVID MILLER	325.00
05/25/2022	45843	PURE WATER WORKS	GROUP 784340 S001, JUNE PREMIUM	7,999.86
05/25/2022	45844	STANDARD INSURANCE COMPANY	2-5 GAL/RENTAL	17.00
05/25/2022	45845	WELLS FARGO FINANCIAL LEASING	642946 0117 JUNE 2022 PREMIUM	502.67
05/27/2022	45846	AT&T MOBILITY	CONT# 6030214439000 SHARP COPIER	72.92
			ACCT# 287304252169 SERVICE FOR MAY 2022	526.09

Check Date	Check	Vendor Name	Description	Amount
06/01/2022	45847	CENTURYLINK	ACCT # 300439566 SERV MAY 2022	650.23
06/01/2022	45848	CENTURYLINK	ACCT# 405593377 MAY 2022-WWTP	223.45
06/01/2022	45849	NORTHERN BUILDING SUPPLY, LLC	VIL10-MULTIPLE MAY 2022	1,418.98
06/01/2022	45850	BADGER METER INC	BEACON HSTG 604 UNITS	36.24
06/01/2022	45851	BATTERIES PLUS #851	CUSTOM BATTERY PACK	37.99
06/01/2022	45852	LEELANAU COUNTY EQUALIZATION	GIS SERVICES MAPPING	113.76
06/01/2022	45853	DOROTHY PETROSKEY	OFFICE SUPPLIES	19.29
06/01/2022	45854	PURE WATER WORKS	WATER/DEPOSITS MAY 2022	31.00
06/01/2022	45855	SOS ANALYTICAL	PROJECT#WSSN 6500 LAB ANALYSIS	990.00
06/01/2022	45856	XYLEM WATER SOLUTIONS USA, INC	CUST#211065 UV SENSOR	1,180.00
06/01/2022	45857	BATTERIES PLUS #851	ORDER# P51478792 BATTERY PCK CELL	77.00
06/01/2022	45858	CDM MOBILE SHREDDING, LLC	9 BOX(S) ON SITE SHREDDING	60.00
06/01/2022	45859	KAL EXCAVATING CO	DRIVEWAY CHIP-MARINA	231.90
06/01/2022	45860	JACOBS ENGINEERING GROUP, INC	SERV PER AGREEMNT JUNE 2022	14,437.83
06/01/2022	45861	LEELANAU CTY ROAD COMMISSION	UNLEADED/DIESEL MAY 2022	1,047.51
06/10/2022	45862	CONSUMERS ENERGY	MULTILE ELECTRIC SERVICE JUNE 2022	4,028.29
06/10/2022	45863	DC COLLECTIVE GROCER	WATERPACK AQUAFINA-MASTER PLAN WALK THRU	5.49
06/10/2022	45864	POSTMASTER	PO BOX #395 12 MO.	84.00
06/10/2022	45865	LEELANAU ENTERPRISE	CUST#2074 SYNOPSIS MEETING 3/21/22	200.70
06/10/2022	45866	BAYSHORE OIL & PROPANE	1275.4 REC 90	6,822.66
06/10/2022	45867	CUMMINS BRIDGEWAY, LLC	ONAN GENERATOR REPAIR DFCB5745349	0.00
06/10/2022	45868	ELMER'S	DOCK REPAIR COAL DOCK	4,095.00
06/10/2022	45869	GIFFELS WEBSTER	MASTER PLAN SERVICES THRU MAY 2022	3,812.50
06/10/2022	45870	INTEGRITY SOFTWARE SYSTEMS	TROUBLESHOOT TREASURER COMPUTER	55.00
06/10/2022	45871	ROBERTO LARREA	RE-IMBURSE 5 GAL(S) GLIDDEN PAINT	179.69
06/10/2022	45872	LAUTNER IRRIGATION, INC.	RAINBIRD STATION CONTROLLER	166.65
06/10/2022	45873	MI MUNICIPAL LEAGUE	MEMBERSHIP DUES 6-1-2022 THRU 5/31/2023	586.00
06/10/2022	45874	PLANT MASTERS	HANGING BASKETS/HERBS MARINA	233.78
06/10/2022	45875	PRINTING SYSTEMS, INC	ACCT#1033 TYLER UTILITY FORMS	147.37
06/10/2022	45876	PURE WATER WORKS	WWTP WATER COOLER RENTAL	8.50
06/10/2022	45877	SARA KOPRIVA	PLANNING SERVICE MAY 2022	427.50
06/10/2022	45878	SIGNPLICITY	MARINA SIGNS	370.00
06/10/2022	45879	SILVER SWEEP	BAHLE WARMING HUT CHIMNEY REPAIRS	1,586.89
06/10/2022	45880	STANLEY STEAMER OF NW MICHIGAN	CUST#581084 OFFICE CARPET CLEANING	902.50
06/10/2022	45881	TIME WARNER CABLE	ACCT# 103479401 JUNE 2022	117.97
06/10/2022	45882	VALLEY CITY LINEN	MAY 2022	100.00
06/10/2022	45883	VREDEVELD HAEFNER LLC	AUDIT SERVICES THROUGH MAY 2022	1,725.00
06/14/2022	45884	AIRGAS USA, LLC	PAYER# 1459542 OXYGEN/ARGON	32.81
06/14/2022	45885	LESLIE COUTURIER	ZONING ADMIN AGREE - JUNE 2022	480.00
06/14/2022	45886	THE HOME CITY ICE COMPANY	121 BAGS ICE/DELIVERY	155.12
06/14/2022	45887	MAPLE RIVER DIRECT MAIL	ESTIMATED POSTAGE-2022 TAX MAILING	230.00
06/14/2022	45888	NATIVE CONNECTION	SEED MIX/NATIVE GRASS	430.50
06/14/2022	45889	NATIVE CONNECTION	NATIVE SEED FOR MARINA	430.50
06/14/2022	45890	MRWA	MEMBERSHIP DUES FOR MRWA JULY 2022-JUNE	520.00
06/14/2022	45891	DOROTHY PETROSKEY	OFFICE SUPPLIES	43.24
06/14/2022	45892	SECURITY SANITATION, INC	PORTA JOHN RENTAL-WATERWHEEL JUNE 2022	110.00

GEN TOTALS:

(1 Check Voided)

Total of 102 Disbursements:

94,370.24

From: Beau Webb <mimarketsuttonsbay@gmail.com>
Sent: Monday, June 13, 2022 4:41 PM
To: manager@suttonsbayvillage.org; suttonsbay@suttonsbayvillage.org
Subject: Visible trash/recycling

I'm writing to ask, and would like this forwarded to the council members, if there is a reason for hiding the trash and recycle cans, especially along the 300 block between Haystacks and Century 21? I've asked Mr Larrea before and he won't give me an answer. I've also offered to volunteer my help if it was a labor or staffing issue and am sure more members in the community would also volunteer.

Look down the 300 block on both sides of the street and only 1 trash/recycling can is visible and easily accessible. That is unacceptable and a blatant disregard for the environment.

I'm not asking for more cans, I'm only asking why they are not made visible and easily accessible? The season is already starting out busier than last, 1.8 or so million people visited last year. That's a lot of traffic for an area rich with fresh water. Not only is the health and well being of our environment of the most importance, but many of those visitors come for the fresh water system we are blessed with.

The trash and recycling cans need to be put at the roadside where they are easily seen and are encouraged to be used. I think anyone who values the health and well being of our environment and understands the importance of the Great Lakes will whole heartedly agree.

Thank you for taking the time to read this and I hope action is taken this season.

Beau Webb
MI Market LLC
P.O. Box 508
Suttons Bay, MI. 49682
mimarketsuttonsbay@gmail.com
231-944-5035

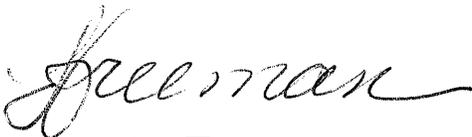
6/04/22

Attn: Rob Larrea, Village Manager

Enclosed is the justification for a local government to make property owners take care of dangerous conditions including falling trees. Suttons Bay should enact this ordinance if some version of it is not already on the books. I recall a few years ago the village requiring property owners whose bushes obstructed drivers' vision at intersections to remove them. I see this as a comparable matter.

Meanwhile, you need to take care of the poplar trees on the St. Mary's lot within falling distance of my lot line. I own the cedar trees; the poplar trees belong to the village or to the absentee owners in back. Poplar trees with dead limbs should be addressed and the dead trees should be removed.

Thank you,



Jackie Freeman

112 W. Race Street, PO 964

My neighbor's tree looks like it's going to fall on my house any day now. What should I do?

You can trim back branches to your property line, but that might not solve the problem if you're worried about the whole tree coming down.

City governments often step in to take care of, or make the owner take care of, dangerous trees. **Some cities have ordinances that prohibit maintaining any dangerous condition, including a hazardous tree, on private property.** To enforce such an ordinance, the city can demand that the owner remove the tree or pay a fine. Some cities will even remove such a tree for the owner.

You might also get help from a utility company, if the tree threatens its equipment. For example, a phone company will trim a tree that hangs menacingly over its lines.

If you don't get help from these sources, and the neighbor refuses to take action, you can sue. The legal theory is that the dangerous tree is a "nuisance" because it is unreasonable for the owner to keep it and it interferes with your use and enjoyment of your property. You can ask the court to order the owner to prune or remove the tree. You'll probably have to sue in regular court (not small claims court) and have proof that the tree really does pose a danger to you.

June 13, 2022

Mr. Steve Lutke / Village President
Village of Suttons Bay
420 North Front St.
PO Box 395
Suttons Bay, MI 49682

Mr. Lutke:

My name is Steve Morency and I reside at 892 North Bay Cliff Drive in Suttons Bay. I am the current president of the Port Sutton Community Board of Representatives, and am writing on behalf of our Board. Our Board has concerns about the Harbor Heights PUD Amendment application, which I believe you will be considering for approval at your June 20th Village Council meeting.

Following is a brief overview of the Port Sutton Community (PSC).

- The PSC is comprised of five condominium associations, all of which were created in 1982. Harbor Heights is one of the five associations.
- The PSC's primary governance responsibility is to manage, maintain and repair so-called Common Elements – roads, walkways, and community amenities.
- Four of the five condominium neighborhoods (109 total homes) have been in existence and owner occupied for over 20 years.
- Harbor Heights has, until now, never been developed.
- Each of the condominium associations are governed by individual boards of directors.
- The PSC has developed and maintains several amenities for all homeowners' use. This includes two beaches on Suttons Bay, a swimming pool, a community building available for small gatherings, two tennis courts, a fishing pond and an outdoor storage area (boats/trailers, recreational vehicles, etc.).
- The development of Harbor Heights will increase the size of the PSC from 109 homes to 141 – a 29.4% increase.

The Port Sutton Community Board of Representatives has two specific concerns with the PUD Amendment Application.

Planned Unit Development Review Standards

Please reference the Application for Planned Unit Development and Major Amendment – As amended 1/01/2021. Section 6. of the application lists many review standards that must be met. The first – subparagraph 1 - is designated as Unified Control, and requires that the development be under the control of one owner (or group of owners) for planning and development purposes. The developer's response to this requirement is that they have "already established amendment to the Port Sutton Community". We are not certain what this may be referring to. However, the more important issue is that the Port Sutton Community does not have any responsibility for the planning or the development of Harbor Heights. At some point in the process of selling individual homes, the PSC will require that a Harbor Heights homeowners association be established with governance responsibilities for the association. So, to be clear, while we have had several discussions with Mr. Niedzielski and he has provided us with engineering documents and drawings, the planning and development of Harbor Heights is his responsibility, not ours.

Port Sutton Community Amenities

A much bigger concern for our board is to what extent the growth of our community (an almost 30% increase in the number of homes and families) will have on some or all of our existing community amenities. At several different places in the PUD application, there are references to how the Harbor Heights development could affect the community and/or adjacent properties.

In Section 6. Subparagraph 8, it is required that the development will not negatively affect the character of the surrounding areas.

Again, in Section 6, now subparagraph 10, the development will not place demands on public services or facilities in excess of current or future capacity.

And finally in Section 6, subparagraph 7, the development must be harmonious with the adjacent property, including the capacity of public services and facilities affected by the development.

It seems obvious to our Board that the PUD application attaches significant importance to how a planned unit development fits in with, and may affect its neighbors. While the references above – public services and facilities - may pertain to roads/highways, utilities, schools, etc., our concern with the capacity of PSC amenities is also important. Many PSC amenities see usage at or near full capacity.

Mr. Niedzielski has indicated a desire (intent) to financially support PSC amenities as a part of the Harbor Heights development. We are assuming he has budgeted for this expense. As a matter of fact, removing the tennis court from the Harbor Heights development could (should) be seen as benefiting his budget. We need assurances, in writing and legally binding, detailing how the developer will support PSC amenities, both current and possible new additions. And, we would like to see that agreement become a part of the final PUD agreement.

We are making two requests. First, clarify the application to indicate that the Port Sutton Community and our Board will not be responsible for the design, development and/or construction of the Harbor Heights community. And second, we are asking that you not approve the Amended PUD Application for Harbor Heights until such time as we can meet with Mr. Niedzielski to discuss our concerns regarding amenities and come to an agreement that addresses those concerns.

We hope that everyone involved can understand we are not opposed to the Harbor Heights development. However, it is a responsibility of our Board to represent the financial interests of the 109 owners who have been paying for PSC amenities – some for over 35 years.

Thank you,



Steve Morency

President

Port Sutton Community Board of Representatives

Cc Mr. Michael Niedzielski

From: Gary Cheadle <garycheadle@gmail.com>
Sent: Thursday, June 16, 2022 12:29 PM
To: suttonsbay@suttonsbayvillage.org
Subject: Broadway Street light

Village Council,

We would like to know what changed.

I attended two Village council meetings and brought up our street light removal request. It was talked about at both meetings and we were assured it would just be a formality to get it removed. All present agreed that Broadway residents “ wouldn’t be held hostage” while the Village discussed street lights in general.

As a reminder, this street light had been out for at least 4-5years without issue.

It is also the only light this far West in town. It was put in at the request of a councilman who lived nearby, without asking any of the neighbors, and he has since moved away leaving other issues for the Village and neighbors to deal with.

No one living here wants this light. No one here needs this light for “safety”, and we again request that it be removed.

The argument that street lights are for safety would make large Urban areas the safest places in the country. This is not the case.

Dark skies are an asset and something that would enhance all of our lives here in the Village.

Thank you very much for your efforts,
Gary and Lee Cheadle
352 W Broadway

Sent from my iPhone=

		VILLAGE OF SUTTONS BAY REPORT VSB -2022-37	
Prepared:	June 15, 2022	Pages:	1 of 1
Meeting:	June 20, 2022	Attachments:	<input type="checkbox"/>
Subject:	Harbor Heights – Amendment to PUD		

OVERVIEW

The Planning Commission is charged with reviewing any PUD amendment request for compliance and making a recommendation, based on their Findings of Fact to the Village Council. The Village Council, as the legislative body, is required to approve, approve with conditions, or deny the request based on the information provided and any other facts that may arise.

Attached you will find the report and findings provided by consulting planner, Sara Kopriva, AICP, and as determined by the planning commission. The planning commission, following its review has recommended the PUD amendment to the Village Council for approval.

The request before you is to amend the 1991 Port Sutton Community PUD, specifically, the Harbor Heights phase and approved plan. The current plan allowed 4 multi-family structures, each with 8 units per structure and totaling 32 units. The proposal before you essentially replace the 4-structures with 16 duplex buildings, totaling 32 units. Please note that the amendment before you is said to be in similar form to that which was approved by the VC in 2019.

BACKGROUND

- 1991 - The Village Council approved the Harbor Heights phase of the PUD. The approved plan included 4 multi-family structures for a total of 32 units, a tennis court and sidewalks.
- 2019 - The Planning Commission, following several months of discussion and review of the Harbor Heights site plan, recommended approval of an amendment request to the Village Council. The approved plan replaced 4-multi-family units totaling 32 units with 16 duplex units, while eliminating the sidewalks, and tennis courts. This plan eventually expired.
- 2022 – The Applicant re-applied to the Planning Commission to amend the 1991 PUD once again. The request would replace the 4 multi-family structures with 16 duplex buildings, totaling 32 units.

STAFF COMMENTS

As stated above, the project was approved in 2019 and is before you once again for consideration. The conditions listed below are intended to provide a guideline and expectation of the applicant moving forward. For example, no land use permits will be issued for the construction of structures until all infrastructure has been installed, inspected and approved. This is a common requirement but stated here nonetheless. The report and decision order are very important documents that essentially creates a record of everything approved, including site plans, conditions etc. and required to be recorded.

ACTION REQUESTED:

Pursuant to the Planning Commissions review and recommendation the following Findings of Fact on the application are before you for consideration. In addition, following the FOF approval, a final decision to approve the amendment itself is also before you. As such, the following motions are offered for consideration:

MOTION THAT the **FINDINGS OF FACT** for Harbor Heights AMENDMENT 2022-01, as attached to Report 2022-37 and being made a part of this motion, BE ADOPTED.

The following motion is **recommended to approve the project**, subject to the conditions as noted. Any changes to the conditions below should be first reviewed by the Attorney:

MOTION THAT PUD AMENDMENT 2022-01 and also known as Harbor Heights, BE APPROVED subject to the following conditions:

1. All current copies of agency reviews and approvals be provided to the Village.
2. All current fees and expenses charged to the Applicant, shall be paid prior to the PUD amendment becoming effective.
3. Copies of all recorded easements will be provided to the Village, as required.
4. Engineered plans be reviewed and approved by the Village engineer for compliance.
5. Two (2) sets of 24x36 sealed plan sets and two (2) 11x17 copies and one electronic copy be provided to the Village office for permitting.
6. Staff will prepare a Report and Decision Order agreement within 10 days of Village Councils decision for signature, notarization and filing with the Leelanau County Register of Deeds.
7. All required escrows shall be in place prior to the commencement of the project.
8. All infrastructure fees shall be paid prior to the commencement of the project.
9. Land Use Permits for units 1-32 shall not be issued until all infrastructure is installed, inspected, connected and approved by the Village.
10. All roadways, easements, or otherwise that will be affected by the installation of utilities shall be replaced and/or repaired to their original state prior to the issuance of land use permits for units 1-32 or within an agreed upon time.
11. Duester Road shall remain open as to provide access to Duester Park and the DPW maintenance barn.
 - a. Temporary closure of Duester Road may be considered for a limited time provided it is agreed upon in writing.
12. The Duester Park parking area is a recreational parking lot and shall not to be used to support the construction of the project including: staging of equipment, parking or maneuvering of construction vehicles, storage of infrastructure or otherwise, unless a written agreement is in place.

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2022-41	
Prepared:	June 16, 2022	Pages:	1 of 1
Meeting:	June 20, 2022	Attachments:	<input checked="" type="checkbox"/>
Subject:	STR Moratorium		

PURPOSE

To consider passing a moratorium as described in the attached.

OVERVIEW

Please find attached a copy of the moratorium for consideration.

ACTION REQUESTED

MOTION THAT: The Village Council ADOPT Ordinance # 24 as presented.

VILLAGE OF SUTTONS BAY

Ordinance No. 24

Effective date:

TITLE: ORDINANCE ESTABLISHING A MORATORIUM ON THE ISSUANCE OF LICENSES FOR SHORT TERM RESIDENTIAL RENTALS WITHIN THE VILLAGE OF SUTTONS BAY UNDER ORDINANCE NO 1 OF 2017

THE VILLAGE OF SUTTONS BAY ORDAINS:

WHEREAS, the Village of Suttons Bay currently allows dwelling units within the Village to be available for possession or occupancy for a commercial use for a period of less than thirty (30) days (“Short Term Rentals”) after the issuance of a license as set forth in Ordinance No. 1 of 2017; and

WHEREAS, the Village recognizes that Short Term Rentals provide an economic benefit, but also potentially impact the residential housing stock within the Village; and

WHEREAS, the Village is undergoing a study of the number of dwelling units within the Village that are available as Short Term Rentals and the impact of such rentals on the public health, safety, and welfare of the Village and its residents; and

WHEREAS, based on preliminary estimates of the number of Short Term Rentals within the Village, the Village has determined there is a public interest in temporarily pausing the number of Short Term Rental licenses issued under Ordinance No. 1 of 2017 while the Village completes the study and examines the best path to proceed with regulating Short Term Rentals within the Village of Suttons Bay in order to protect the public health, safety, and welfare; and

WHEREAS, the Village anticipates the study and amendments to Ordinance No. 1 of 2017 based on the results of the study will be completed in the very near future; and

WHEREAS, the Village Council determines that it is desirable to immediately forbid the issuance of permits and licenses for Short Term Rentals until the amendments to Ordinance No. 1 of 2017 become effective; and

NOW THEREFORE:

THE VILLAGE OF SUTTONS BAY ORDAINS:

Section 1. Moratorium Period. A moratorium is established on the issuance of all short term rental licenses under Ordinance No. 1 of 2017 from the effective date hereof, for a period of 180 days from the effective date of this ordinance, or the effective date of the proper text amendments to Ordinance No. 1 of 2017, whichever occurs first.

Section 2. No Licenses Issued. During the moratorium period as set forth in Section 1 no Village employee or officer shall issue any short term rental license under Ordinance No. 1 of 2017.

Section 3. Repeal. This Ordinance shall repeal any and all ordinances or parts of ordinances in conflict herewith, including without limitation, Section 4 of Ordinance No. 1 of 2017.

Section 3. Effective Date. This ordinance shall be effective upon publication.

VILLAGE OF SUTTONS BAY

BY: _____
Steve Lutke
ITS: PRESIDENT

BY: _____
Shar Fay
ITS: CLERK

Date of Council Approval: _____

Date of Publication: _____

Effective Date: _____

ORDINANCE CERTIFICATION

At a regular meeting of the Suttons Bay Village Council, Leelanau County, held in the Suttons Bay Village Hall, located at 420 Front Street, Suttons Bay MI 49682 on June ____, 2022, at ____ p.m..

PRESENT:

ABSENT:

It was moved by _____ and supported by _____ that the above Ordinance be adopted.

Yes:

No:

ORDINANCE DECLARED ADOPTED

Village of Suttons Bay

By: _____

Steve Lutke, President

I, the undersigned, the Clerk of the Village of Suttons Bay, Leelanau County, Michigan do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Suttons Bay Village Council of said county at its regular meeting held on June __, 2022, relative to the adoption of the ordinance therein set forth; that said meeting was conducted and public

notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976 and that the minutes of said meeting were kept and will be made available as required by said Act; this ordinance was published in the _____, 2022, edition of the Leelanau Enterprise.

Dated: _____

Shar Fay
Village Clerk

		VILLAGE OF SUTTONS BAY REPORT VSB -2022-38	
Prepared:	June 15	Pages:	1 of 1
Meeting:	June 20, 2022	Attachments:	<input checked="" type="checkbox"/>
Subject:	PC ADU Recommendation		

PURPOSE

To discuss the Accessory Dwelling Unit (ADU) amendments before the VC for consideration

OVERVIEW

The planning commission at their May 11, 2022 meeting recommended a multi-part amendment to Section 9-2 Accessory Dwelling Units, of the Village of Suttons Bay Zoning Ordinance. In brief, the amendment looks to increase the allowable size of an accessory dwelling units in the residential districts to 800 feet, eliminating the staggered size provision, and removes the requirement that the homeowner is required to live on the property to rent the ADU.

The amendments have good intention but I believe the recommendation is premature and needs further discussion. Nonetheless, the following changes are before you as recommended by the planning commission.

Excerpt from the Planning Commission Minutes of May 11, 2022 with recommendation:

Public Hearing – Accessory Dwelling Units

The public hearing opened at 5:06 p.m. by Chairperson Hetler. Having heard public comments, the public hearing closed at 5:15 p.m.

Following discussion by Commissioners, Ostrowski moved, Suppes seconded, CARRIED, to recommend approval to Village Council of the proposed Zoning Ordinance amendment to Section 9-2 Accessory Dwelling Units to read as follows: Ayes: 5, No: 1.

- A. Size. Accessory dwelling units shall not exceed 800 square feet.
- B. Setbacks, Accessory dwelling units are subject to the setback and height requirements for principal buildings with the applicable zoning district.
- C. (Current language removed)

Pontius moved, Ostrowski seconded, CARRIED, to recommend the Village Council to consider additional language or an amendment for an owner/property manager of short- and long-term rentals to respond within a 30-minutes. Ayes: 5, No: 1.

Smith moved, Ostrowski seconded, CARRIED, to recommend to the Village Council to amend the Short-Term Rental Ordinance to not allow a short-term rental in an ADU with a non-owner-occupied property. Ayes: 6, No: 0.

STAFF COMMENT:

The Planning Commission has made their recommendation and the Village Council should be prepared to address their above request. From a planning perspective, I believe there should be an understanding

VILLAGE COUNCIL

of the villages housing stock, rental percentage/ number, location etc. to help determine if allowing two rental structures on one property is supported. From a procedural perspective, the amendment to the zoning ordinance, as proposed above, relies on the VC amending the short-term rental ordinance. The STR ordinance is currently under review, which further complicates the approval of the above amendments.

It is clear that the planning commission worked hard on this amendment and they deserve praise for the time they put in on this subject. This series of proposed amendments will likely have an immediate and non-reversible impact on this community; therefore, this subject should first be studied and the decision should be based on sound findings. If the outcome is to move forward with the amendments once that has occurred then the amendments are not reactionary, rather, they are based on sound data.

ACTION REQUESTED

MOTION THAT: the ADU amendment before the Village Council for consideration be postponed until review of the STR Ordinance is complete.

		VILLAGE OF SUTTONS BAY REPORT VSB -2022-35	
Prepared:	June 15, 2022	Pages:	1 of 1
Meeting:	June 20, 2022	Attachments:	<input checked="" type="checkbox"/>
Subject:	F&V Contract		

PURPOSE

To request a final discussion on the F&V proposal for a Traffic Operations Analysis.

OVERVIEW

This proposal was discussed at the April 4th Village Council meeting and is before you once again for a final consideration.

To recap...At the April 4th Village Council meeting, members of the Council questioned the “need” for the analysis. In other words, we know it will further increase safety at the intersection, so why pay for a study to tell us that? I certainly understand why Council members prefer to skip the study and just use common sense by adding “new stop ahead” signs and installing the stop signs. However, there is now an industry expectation and these studies are now common practice when a new traffic control device (stop sign, traffic light etc.) is being installed.

The topic was discussed at the June committee meeting and the consensus was to recommend moving forward with the contract. The cost of the study is \$6,000, which is a notable expenditure, however, implementing an all way stop in front of the school is a notable change. The roadway itself is heavily traveled and vehicles appear to consistently use this street as a cut through to save time, therefore, properly educating the public on this change is essential.

Unfortunately, school is no longer in session, therefore, if the VC decides to move forward with the contract it would likely be scheduled for a fall count, when school is back in session.

ACTION REQUESTED

MOTION THAT: The Village Council authorize the Manager to enter into the agreement as presented.



March 23, 2022

Via Email: manager@suttonsbayvillage.org

Rob Larrea, Village Manager
Village of Suttons Bay
420 North Front Street
PO Box 395
Suttons Bay, MI 49682

RE: Elm Street and 4th Street Intersection – Traffic Operations Analysis

Dear Rob:

The professional staff of Fleis & VandenBrink Engineering, Inc. (F&V) appreciates the opportunity to present you with our proposal to provide Traffic Engineering Services for the Village of Suttons Bay, Michigan. Our understanding of the project needs, proposed scope of work, and associated fees are outlined below.

Project Understanding

The Village of Suttons Bay has requested an evaluation of the Elm Street and 4th Street intersection. There is currently STOP control provided on the 4th Street approach at Elm Street. There is a school crossing at this intersection that serves the Suttons Bay School Campus. Elm Street south of the Village limits is County Road 633 and the roadway is used as an M-22 by-pass through and around the Central Business District.

F&V proposes to complete an evaluation of the intersection to determine if ALL WAY Stop control is warranted and recommended at this intersection. Additionally, F&V will evaluate the intersection, and provide recommendations to improve the operations and safety for all road users. Our understanding of the project is based on information you have provided, review of the study road network, and professional experience. If our understanding of this project does not fully address your needs, please let us know and we will modify our proposal accordingly.

Scope of Services-Phase 1 Warrant Analysis

F&V proposes to complete a Multi-way Stop warrant analysis at the Elm Street and 4th Street intersection. The scope of work includes the following:

1. Collect typical weekday traffic volumes AM (7:00AM-9:00AM), MD (11:00AM-1:00PM) and PM (2:00PM-6:00PM) turning movement counts at the study intersection. The data collection will include vehicle classifications (cars, buses, trucks, bikes, and pedestrians). We have shown our fee for data collection separately in case the Village desires to save cost by performing data collection work with Village staff or volunteers. In that case, we will provide data collection forms and instructions for collecting data.
2. Seasonally adjust the traffic data based on MDOT seasonal adjustment factors.
3. Review crash data at the study intersection for the most recent 5 years of available data to determine if there are five (5) or more reported crashes in a 12-month period that are susceptible to correction by a

603 Bay Street, First Floor
Traverse City, MI 49684
P: 231.932.8600
F: 231.932.8700
www.fveng.com

multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.

4. Evaluate the multi-way stop signal warrant analysis criteria at the study intersection performed in accordance with the Michigan Manual on Uniform Traffic Control (MMUTCD) guidelines.
5. Determine if the traffic volumes at the intersection meet the criteria for an all-way stop at this intersection.

Scope of Services-Phase 2 Operational Analysis

If the study intersection meets the warrant criteria for a Multi-way Stop additional analysis will be performed to determine the projected operations of the intersection and complete the engineering study associated with the operational analysis.

1. Provide an analysis of the existing traffic operations at the Elm Street and 4th Street study intersection
2. Calculate the **Existing** vehicle delays, LOS, and vehicle queues at the study intersections during the School AM, School PM, and Adjacent Street PM peak hours. Intersection analysis shall include LOS determination for all approaches and movements. The LOS will be based on the procedures outlined in the HCM 6th Edition.

Scope of Services-Phase 3 Safety Evaluation

1. Review the existing safety of the intersection and adjacent roadway for accommodating all road users and provide recommendation to improve safety. Specifically addressing:
 - Roadway speeds
 - Vehicle type
 - Cut-through/around traffic
 - School traffic
 - Pedestrian and Bike traffic
2. Complete a technical memorandum consistent with accepted standards which outlines the methodologies, analyses, results, and recommendations of the traffic study. All work will follow accepted traffic engineering practice and the standards documented by ITE, FHWA, and MDOT.

Deliverables

- Complete a technical memorandum consistent with accepted standards which outlines the methodologies, analyses, results, and recommendations of the traffic study. All work will follow accepted traffic engineering practice and the standards documented by ITE, FHWA, and MDOT.
- Upon completion of the proposed scope of work a draft copy of the study memorandum will be provided for review and comment. F&V will provide one revision to the memorandum based on comments received with regard to the draft, and finalize the memorandum for submission.
- Electronic copies of the project memorandum, traffic volumes, capacity analysis, will be provided. A hard copy of the project memorandum will also be provided upon request for an additional fee.
- The final report will be signed and sealed by a registered Michigan Professional Engineer (PE).

Professional Fees

F&V will complete the proposed services for the following fees:

Scope of Services	Lump Sum Fee	Approved
Phase 1-Data Collection	\$1,200	
Phase 1-Warrant Analysis	\$2,700	
Phase 2-Operational Analysis	\$1,200	
Phase 3-Safety Evaluation	\$900	

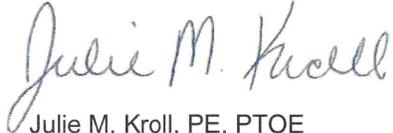
If this proposal is acceptable to you, please have an authorized representative sign and return one copy of this proposal to authorize commencement of the work proposed, indicating which services are being approved in the space provided. Our proposal is valid for 30 days from the date of this letter.

If any services not identified above become necessary over the course of our analysis, we will provide a Contract Amendment for items not specifically outlined in the above scope.

We appreciate the opportunity to present our proposal for Professional Services. If you have any questions, please do not hesitate to contact us at your convenience.

Sincerely,

FLEIS & VANDENBRINK



Julie M. Kroll, PE, PTOE
Traffic Services Manager



Brian D. Rowley
Manager, Traverse City

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc is hereby authorized to perform Additional Services for the Village of Suttons Bay as detailed in this letter dated March 22, 2022 and authorized under the existing Professional Services Agreement with F&V to provide Professional Engineering Services to the Village dated October 13, 2020.

By _____

Date _____

JMK:jwm:bdr

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2022-39	
Prepared:	June 15, 2022	Pages:	1 of 1
Meeting:	June 20, 2022	Attachments:	<input checked="" type="checkbox"/>
Subject:	Waterwheel Agreement		

PURPOSE

To discuss a contract proposal for Waterwheel Park.

OVERVIEW

The attached proposal is before you to begin the process of evaluating the waterwheel park structure. The waterwheel has a tremendous history and is a beloved feature of residents and visitors alike. Over the past several years we have discussed improvements, maintenance, and replacement of the waterwheel structure.

To properly gauge the structures integrity and to understand required maintenance, we need to begin the discovery process. Rather than utilize antiquated and less accurate techniques, such as, exploratory diggings or other common practices to evaluate the structure, this engineering firm uses advanced technology.

They will scan the structure using scanning technology to create a digital model, evaluate the stream flow, prepare a preliminary sketch etc. This is an important first step to understanding the waterwheel structure, what needs to occur and how we budget moving forward. The scope of work is attached.

ACTION REQUESTED

Discussion / Approval.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is effective as of _____ (“Effective Date”) by and between Machin Engineering, Inc. (hereinafter “Consultant”) and Village of Suttons Bay (hereinafter “Client/Owner”).

RECITALS

PROJECT NAME: Waterwheel Park Structure Replacement

LOCATION: Corner of Jefferson St & St. Mary St, Village of Suttons Bay, MI

DESCRIPTION OF SERVICES: See Exhibit 'A'

The Client agrees to pay the Consultant for all services performed and all costs incurred rendered under this Agreement:

FEE (hourly estimated): \$ _____ (USD) Estimated Start DATE: TBD

FEE (fixed): \$15,500.00 Estimated Completion DATE: TBD

TERMS AND CONDITIONS

SECTION 1. Payment: Invoices due net 30 days from the date of the invoice. If Client/Owner fails to make payment within 15 days of the invoice date, the amount due to the Consultant will increase 1.5% per month (18.0% per annum).

SECTION 2. Indemnification: The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Consultant, his or hers officers, directors, employees, agents and sub-consultants from and against all damage, liability and cost, including reasonable attorneys’ fees and defense costs, arising out of or in any way connected with the performance of the services under this Agreement, excepting only those damages, liabilities or costs attribute to the sole negligence or willful misconduct of the Consultant. This Agreement constitutes the entire agreement and understanding between the parties and supersedes all other agreements and understandings, both written and oral, of the parties relating to the subject matter of this Agreement.

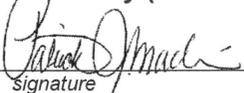
SECTION 3. Limitation of Liability: The liability, if any, of Consultant with regard to this Agreement for any claims, costs, damages, losses, and expenses for which they are or may be legally liable, whether arising in negligence or other tort, contract, or otherwise, is limited to the scope of work relating to the design and plan preparation, and not to exceed the value of the contract. In no event will Consultant be liable for indirect, special, or consequential damages.

SECTION 4. Termination of Services: This Agreement may be terminated at any time by either party should the other party fail to perform its obligations hereunder. In the event of termination for any reason whatsoever, the Client shall pay the Consultant for all services rendered to the date of termination, and all reimbursable expenses incurred prior to termination and reasonable termination expenses incurred as the result of termination. The failure of either party to require the performance of any term or obligation of this Agreement, or the waiver by either party of any breach of this Agreement, shall not prevent any subsequent enforcement of any term or obligation or be deemed a waiver of any subsequent breach.

SECTION 5. Governing Law and Assignment: This Agreement is a contract made under and shall be governed by and construed in accordance with, the laws of the State of Michigan. The parties agree that any legal or equitable action or proceeding with respect to this Agreement or the transactions contemplated by it shall be brought only in any court sitting in Grand Traverse County of the State of Michigan.

By providing a signature below the Client hereby agrees to the before mentioned Recitals and Terms and Conditions of this Agreement. If not accepted within 30 calendar days of issue date, this Agreement shall be determined void.

Offered by (Consultant):

 5/24/2022
signature *Date*
Patrick J. Machin, P.E. / Principal
printed name / title
Machin Engineering, Inc
name of consulting firm
2301 N. Garfield Rd, Suite C, Traverse City, MI 49686
address
(p) (231) 935-1530 Ext 700
phone and fax
pat@machinengineering.net
email address

Accepted by (Client):

_____ _____
signature *Date*
Rob Larrea / Village Manager
printed name / title
Village of Suttons Bay
name of client
P.O. Box 395, Suttons Bay, MI 49682
address
231.271.3051; ext. 222
phone and fax
manager@suttonsbayvillage.org
email address

EXHIBIT "A"
Waterwheel Park Structure Replacement
Village of Suttons Bay
Proposal No. P22041

This Exhibit outlines the specific scope of professional services to be provided by the Consultant. These services will be provided in accordance with this Agreement between the parties, as set forth in Agreement for Professional Services. This exhibit is made part of and incorporated by reference into Agreement for Professional Services.

PART A - DESIGN SERVICES

A.1 Project Location / Identification:

1. The Village is seeking to replace the existing waterwheel park structure with a new structure within Waterwheel Park at the corner of Jefferson St and St. Mary St within the Village. The existing structure will be replacement at the same location while the stream is temporarily re-routed.

A.2 Design Considerations/Requirements:

1. Michigan Building Code, 2015

A.3 Discovery Services of Engineer:

1. Complete a laser scan of the existing structure to provide a complete dimensional 3D model for use in design. Create a base map of the local area of the project. Property lines to be shown for reference for use in permitting. A professional surveyor is not included in the proposal.
2. Complete a review of the existing stream flow during our site visit to estimate the water flow within the channel.
3. Complete a preliminary concept for the by-pass channel utilized during the construction phase.
4. Prepare a preliminary sketch of the structure.
5. Meet with the Client to discuss the findings and the preliminary design. Meet via online platform.
6. Detail an overflow for the stream flow.
7. Prepare a preliminary cost estimate of the preliminary design.
8. Move to design phase.

A.4 Design Services of Engineer:

1. Complete the design to a completion of 60%.
2. Schedule and attend one final meeting with Client to review the 60% CD set.
3. Revise and amend design based on outcome of the meetings.
4. Complete the plans and specifications. Provide a sealed set bearing the seal of a Professional Engineer Licensed in the State of Michigan.

A.5 Permitting Services of Engineer:

1. Engineer to prepare permit applications for the Leelanau Conservation District and EGLE Joint Application Permit.
2. Answer all questions and revise permit applications and CD set as required for this phase.

3. Permit acceptance by the agencies not guaranteed. Permit fee are not included in proposal. Any fees paid by MEI will be billed at cost plus 15%.

A.6 Bidding Services of Engineer:

1. Bidding services are not included in the proposal.

A.7 Completion Time:

1. We will complete the above-mentioned services in a timely fashion and as rapidly as the process permits.

PART B - CONSTRUCTION SERVICES

B.1 Construction Administration Phase

1. Construction administration services are not included in the proposal.

PART C - SERVICES FEES

C.1 Methods of Payment for Services and Expenses of ENGINEER

The ENGINEER will be paid the following lump sum fees for the Basic Services as indicated in Part A as noted in this exhibit.

Discovery Services	\$ 7,900
Design Services	\$ 5,000
Permitting Services	\$ 2,600
TOTAL:	\$ 15,500

1. Attendance to agency board meetings is not provided in this proposal.
2. Changes, modifications, or additions to the Basic Services will be performed at the normal hourly rates for the personnel involved or at a negotiated fee.
3. Billings will be made once a month as the work progresses.
4. Construction and permitting services are not provided.

C.2 Clarifications

1. All information, as stated in this proposal to be supplied by Client, will be supplied to Engineer per his request in digital form. All CAD files in AutoCAD Civil 3D version 2018 or newer.
2. Construction survey staking and administration services are not included in the proposal.
3. Bidding services are not included in the proposal.
4. Work is limited to the waterwheel immediate area.

		VILLAGE OF SUTTONS BAY	
		ZONING ADMINISTRATOR REPORT	
Prepared:	June 10, 2022	Pages:	1 of 1
Meeting:	June 20, 2022	Attachments:	0 <input type="checkbox"/>
Subject:	Zoning Administrator Report		

STAFF REPORT:

Permits thru June 10, 2022:

- 5 – Sign Permits
- 2 – Commercial Tasting Rooms
- 1 – Driveway permit
- 5 – Misc. (decks, fences, etc)

Complaints

One residential addition/deck built without permits. *In permitting process.*

One motorhome parked in front yard. *Rectified*

Usage of Village Property for Commercial Use. *Have spoken with owner, he is providing a survey to show his property lines. Investigation is ongoing.*

Requested review of non-compliant signage, banners, signboards, and flags. *Will take place this summer.*

ACTION REQUESTED: NONE