



VILLAGE OF SUTTONS BAY
Village Council Regular Meeting
420 N. Front Street, Suttons Bay, MI 49682
TUESDAY February 17, 2026, 5:30 p.m.

Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
 - a. Approval of December 2, 2025 meeting minutes
 - b. Payment of Invoices
4. Agenda Approval
5. Public Comment / Communication (please limit to no more than three (3) minutes)
6. Unfinished Business
7. New Business
 - a. Machin Engineering Contract-Marina Dredging
 - b. Library Board Appointment
 - c. Ordinance No. Z-2026-01-EVSE Station language
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
420 N FRONT STREET, SUTTONS BAY, MI 49682
VILLAGE COUNCIL
SPECIAL MEETING MINUTES OF December 2, 2025

The meeting was called to order at 8:30 a.m. by President Lutke.

Present: Bahle, Smith, Suppes, Christensen, Perkins, Yoder & Lutke

Absent: 0

Staff present: Larrea, Miller, Aylsworth, DeVol & Petroskey

Guests: Deputy Neumann

Consent Agenda

Lutke moved, Suppes seconded, CARRIED, to approve the consent agenda as presented. The November 17, 2025 Village Council meeting minutes are approved. The payments for invoices are approved. Ayes: 7 No: 0. Absent

Conflict of Interest: None

Agenda approval

Bahle moved Smith seconded, CARRIED to approve the agenda as presented.

Ayes: 7 No: 0. Absent

Public comment/Communications: None

New Business:

VSb 2025-40 Truth in Taxation Hearing

The public hearing was called to order. Lutke stated that the Village of Suttons Bay council is holding this truth in taxation hearing to hear public comments on the subject of the property tax millage rate proposed to be levied to support the proposed 2026 budget. The 2026 millage rates have not been set by the County however; the Village intends to assess the maximum millage allowed by Headlee.

No comments were received and the public hearing closed at 8:35 am.

Yoder moved Bahle seconded, CARRIED that the maximum millage rate allowed by Headlee to support the 2026 budget as provided for in Report VSb-2025-40 and being made part of this motion be adopted.

Roll Call Vote: Smith-Yes, Christensen-Yes, Suppes-Yes, Bahle-Yes, Perkins-Yes, Yoder-Yes and Lutke-Yes. Ayes: 7 No: 0.

VS-2025-38 2026 Budget and Schedule of Fees

Rob stated that the marina will see an increase in fees in 2026 and the following year. The water fees are also set to increase as recommended by the Utility Department. Perkins stated he did not feel local residents should have to pay the boat launch fee.

Motion by Yoder, seconded by Bahle CARRIED to adopt Resolution 3 of 2025, approving the 2026 Budget with revenues in the amount of \$3,369,360 and Expenditures in the amount of \$4,000,987 to support the 2026 Budget and Fee Schedule as described in Report VS-2025-38 and being made part of the motion. Roll Call Vote: Smith-Yes, Christensen-Yes, Suppes-Yes, Bahle-Yes, Perkins-No, Yoder-Yes and Lutke-Yes. Ayes: 6 No: 1.

2026 Meeting Dates and Times

It was noted that there is no meeting in January. Yoder moved, Lutke seconded, CARRIED to approve the 2026 meeting dates as presented. Ayes: 7 No: 0.

Appointments, Committees, Boards and Commissions:

President Lutke recommended that Gail Hetler and Steve Feringa be reappointed to the Planning Commission and Karen Hassevoort reappointed to the Zoning Board of Appeals.

Moved by Yoder, seconded by Smith, CARRIED to re-appoint Gail Hetler and Steve Feringa to the Planning Commission for a three (3) year term through December 31, 2028 and Karen Hassevoort reappointed to the Zoning Board of Appeals for a three (3) year term ending December 31, 2028. Ayes: 7, No: 0.

Lutke appointed Trustees Christensen and Yoder to the Administrative Committee; Trustees Suppes and Smith to the Utilities Committee and Trustees Bahle and Perkins to the General Services Committee. Trustee Christensen was recommended for President Pro-Tem and Karl Bahle for the Zoning Board of Appeals.

Moved by Lutke, seconded by Suppes, CARRIED to approved the following appointments: Trustees Christensen and Yoder to the Administrative Committee; Trustees Suppes and Smith to the Utilities Committee and Trustees Bahle and Perkins to the General Services Committee. Trustee Christensen for President Pro-Tem and Karl Bahle for the Zoning Board of Appeals. Yes: 7 No: 0

Good of the Order: Perkins asked about attendance at other Boards and Commissions. Lutke offered to host the Christmas Party this year.

Lutke noted that we are still seeking a DDA member.

Public Comment- None.

The meeting was adjourned at 8:45 a.m.

Meeting minutes prepared by Dorothy Petroskey, Village Clerk.

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CHECK REGISTER FOR VILLAGE OF SUTTONS BAY
CHECK DATE FROM 12/25/2025 - 02/11/2026

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Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
12/30/2025	19787(E)	ADOBE	MNGRS SOFTWARE DEC 2025	21.19
12/30/2025	19788(E)	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS DECEMBER 2025	614.77
12/30/2025	19789(E)	BRIGHTSPEED	TELEPHONE SERVICE-MULTIPLE DEC 2025	281.48
12/30/2025	19790(E)	BRIGHTSPEED	TELEPHONE SERVICE-MULTIPLE DEC 2025	729.22
12/30/2025	19791(E)	CHARTER COMMUNICATIONS	ACCT#005327201 DEC 2025	159.99
12/30/2025	19792(E)	CHARTER COMMUNICATIONS	ACCT# 005327301 665 NORTH FRONT	119.99
12/30/2025	19793(E)	MICHIGAN RETAILERS SERVICES	ID# 46597-001 JANUARY 2026	669.68
12/30/2025	19794(E)	CHARTER COMMUNICATIONS-NATL	ACCT# 103479401 DEC 2025	130.00
12/30/2025	19795(E)	WELLS FARGO FINANCIAL LEASING	CONTRACT# 45001270010000 DEC 2025	83.79
12/30/2025	48076	BRAMER AUTO SUPPLY	AIR FILTER FOR 832	144.15
12/30/2025	48077	ART'S AUTO AND TRUCK PARTS INC	TRUCK 844 PARTS	631.39
12/30/2025	48078	GARY CHEADLE	3 ZBA MEETINGS @ \$40	120.00
12/30/2025	48079	MICHIGAN CAT	TIGHTENING VBELT-	1,060.46
12/30/2025	48080	SOILS & STRUCTURES	SB BOATER SERVICE STRUCTURE	1,250.00
12/31/2025	19796(E)	CHARTER COMMUNICATIONS	326 N FRONT	140.00
12/31/2025	48081	LEELANAU VENTURES-JEFF SPAULDING	REFUND-ZBA APPLICATION	500.00
01/07/2026	48082	ART'S AUTO AND TRUCK PARTS INC	CUST 20090 WINTER WIPER BLADE	20.48
01/07/2026	48083	FERGUSONS LAWN EQUIP.	CUST# 7057 MP/835 SANDER	38.31
01/07/2026	48084	LEELANAU ENTERPRISE	LEGALS	402.20
01/07/2026	48085	BADGER METER INC	BADGER SERVICES	780.00
01/07/2026	48086	HYDROCORP	CROSS CONNECTION CONTROL B8930000	837.01
01/07/2026	48087	MISS DIG SYSTEM, INC	MEMBERSHIP FEES/MAINTENANCE & EDUCATION	1,043.11
01/07/2026	48088	NETLINK BUSINESS SOLUTIONS	MAINTENANCE AGMT COPY MACH THRU 3/2026	377.41
01/07/2026	48089	JACOBS ENGINEERING GROUP, INC	PROJ# 40472317.17 JANUARY 2026	18,533.75
01/07/2026	48090	LEELANAU CTY ROAD COMMISSION	84.5 YDS OF WINTER MIX 5:1	4,597.35
01/07/2026	48091	SECURITY SANITATION, INC	BWH PORTA JOHN	250.00
01/07/2026	48092	SMITH & JOHNSON, ATTORNEYS	FILE# 15455-0004 ZBA	575.00
01/07/2026	48093	SOS ANALYTICAL	ROUTINE LAB ANALYSIS DECEMBER	100.00
01/07/2026	48094	STANDARD INSURANCE COMPANY	642946 0117 JANUARY 2026 PREMIUM	511.22
01/09/2026	19797(E)	CONSUMERS ENERGY	MULTIPLE ELECTRIC ACCOUNTS	4,584.78
01/09/2026	19798(E)	DTE ENERGY	OFFICE SUPPLIES	1,409.95
01/09/2026	19799(E)	AMAZON	OFFICE SUPPLIES-PENDEX FILES	298.11
01/09/2026	19800(E)	AMAZON	OFFICE SUPPLIES-HIGHLIGHTERS	39.98
01/09/2026	19801(E)	AMAZON	WASHER HOSE KIT	5.59
01/09/2026	19802(E)	AMAZON	CELL PHONE-MULTIPLE ACCTS	51.87
01/09/2026	19803(E)	AT&T MOBILITY	DATA/CAMERA BWH	406.44
01/09/2026	19804(E)	BARN OWL TECH	1520 RICHTER ROAD JANUARY	30.00
01/09/2026	19805(E)	GFL ENVIRONMENTAL	ANNUAL MIDEAL MEMBERSHIP	352.79
01/09/2026	19806(E)	STATE OF MI-DEAL	GROUP 784340 2026 MONTHLY PREMIUM	180.00
01/09/2026	19807(E)	PRIORITY HEALTH	ACCT# 30 017164 001 JAN 2026	12,360.03
01/09/2026	19808(E)	VISION SERVICE PLAN	SKID SHOES	221.49
01/12/2026	19828(E)	AMAZON	CUST # 8571 SUPPLIES	50.00
01/16/2026	48095	BRAMER AUTO SUPPLY	VEHICLE SUPPLIES	81.21
01/16/2026	48096	ART'S AUTO AND TRUCK PARTS INC	NAVIL10-015 DECEMBER 2025	260.59
01/16/2026	48097	NORTHERN BUILDING SUPPLY, LLC	MAKINA COMFORT STATION	94.14
01/16/2026	48098	ABONMARCHE CONSULTANTS, INC	MONTHLY CYLINDER RENTAL DEC	10,123.00
01/16/2026	48099	AIRGAS USA, LLC	PROJ# 40472317.17 FEBRUARY 2026	67.48
01/16/2026	48100	JACOBS ENGINEERING GROUP, INC	WATER DEL DEP RETURNED	18,533.75
01/16/2026	48101	PURE WATER WORKS	PORTA JOHN MARINA JAN	88.75
01/16/2026	48102	SECURITY SANITATION, INC	GRADER BLADES AND BOSS CUTTING EDGES	130.00
01/16/2026	48103	TRUCK & TRAILER SPECIALTIES	1522 ELECTRIC DECEMBER 2025	2,143.66
01/20/2026	19809(E)	CHERRYLAND ELECTRIC	ENGINE GASKET KIT	310.17
01/20/2026	19810(E)	AMAZON	JOHN DEER SKID SHOES	24.90
01/20/2026	19811(E)	AMAZON		227.58

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CHECK REGISTER FOR VILLAGE OF SUTTONS BAY

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Check Date	Check	Vendor Name	Description	Amount
01/20/2026	19812 (E)	CHARTER COMMUNICATIONS	146 S. SHORE ACCT# 8284131220008513	205.00
01/20/2026	19813 (E)	FIFTH THIRD BANK	JANUARY BANK FEES	493.00
01/21/2026	19826 (E)	CONSUMERS ENERGY	LED LIGHT	11.70
01/21/2026	19827 (E)	PITNEY BOWES - PURCHASE POWER	POSTAGE RESERVE ACCOUNT	1,000.00
01/21/2026	48104	STATE OF MICHIGAN-EGLE	MIO057638 ANNUAL NPDES PERMIT FEE	1,950.00
01/21/2026	48105	MICHIGAN MUNICIPAL LEAGUE	UIA EMPLOYER NO: 801-119 4TH QTR 2025	2.81
01/30/2026	19814 (E)	ADOBE	MANGR SOFTWARE FEB 2026	21.19
01/30/2026	19815 (E)	AMAZON	HEAVY DUTY GRAPHITE LUBRICANT	80.79
01/30/2026	19816 (E)	AMAZON	DAWN DISH SOAP	31.90
01/30/2026	19817 (E)	AMAZON	3 RING DIVIDERS- OFFICE	12.06
01/30/2026	19818 (E)	AMAZON	DEWALT 8 IN BENCH GRINDER	152.00
01/30/2026	19819 (E)	BRIGHTSPEED	TELEPHONE SERVICE-MULTIPLE JAN 2026	729.22
01/30/2026	19820 (E)	BRIGHTSPEED	TELEPHONE SERVICE-MULTIPLE JAN 2026	283.32
01/30/2026	19821 (E)	CHARTER COMMUNICATIONS	ACCT# 005327301 665 N FRONT	119.99
01/30/2026	19822 (E)	CHARTER COMMUNICATIONS	420 W FRONT STREET	159.99
01/30/2026	19823 (E)	MICHIGAN RETAILERS SERVICES	ID# 46597-001 PREMIUM FEB 2026	669.68
01/30/2026	19824 (E)	CHARTER COMMUNICATIONS-NATL	ACCT# 103479401 MONTH 2023	130.00
01/30/2026	19825 (E)	WELLS FARGO FINANCIAL LEASING	CONTRACT# 450014001000 COPY MACHINE	83.79
02/03/2026	48106	ART'S AUTO AND TRUCK PARTS INC	CLEVIS ASSEMBLY	136.81
02/03/2026	48107	ABONMARCHE CONSULTANTS, INC	PROJ # 25-0418 A DOCK	2,200.00
02/03/2026	48108	BUNEKS HARDWARE	3/4 DRIVE 7/8 12PT SOCKET	15.49
02/03/2026	48109	THE WANDERLUST GROUP, INC	MARINA SOFTWARE	11,379.00
02/03/2026	48110	EAT BAY MEDICAL	DOT TESTING WHITEFORD	105.00
02/03/2026	48111	GBT OF OTTAWA AND CHIPPEWA INDIANS	REFUND BWH YOUTH SERVICES	100.00
02/03/2026	48112	HYDROCORP, LLC	CCC PROGRAM C 000781JOB # B8940000	837.01
02/03/2026	48113	KDP RETIREMENT PLAN SVCS, INC	4TH QUARTER RETIREMENT COMPLIANCE	270.00
02/03/2026	48114	KISM, LLC	SCADA MONITORING MAIN LIFT TSTATION	576.00
02/03/2026	48115	MACHIN ENGINEERING, INC.	MARINA DREDGE PROJECT	5,000.00
02/03/2026	48116	FLITTON, TOM	REFUND PAID WAITING FEE TWICE	25.00
02/03/2026	48117	MR CLEAN	PROFESSIONAL CLEANING DEC 2025	340.00
02/03/2026	48118	DOROTHY PETROSKEY	OFFICE SUPPLIES	51.96
02/03/2026	48119	SECURITY SANITATION, INC	PORTA JOHN RENTAL BAHLE PARK	130.00
02/03/2026	48120	SMITH & JOHNSON, ATTORNEYS	PROFESSIONAL SERVICES-ZBA	2,850.00
02/05/2026	19829 (E)	CONSUMERS ENERGY	MULTIPLE ACCOUNTS	5,950.10
02/05/2026	19830 (E)	AMERICAN PLANNING ASSOCIATION	APA PLANNING CONFERENCE LARREA	835.00
02/05/2026	19831 (E)	BARN OWL TECH	BWH/WEEL HOUSE	30.00
02/05/2026	19832 (E)	CHARTER COMMUNICATIONS	326 FRONT STREET ACCT#005326901	140.00
02/05/2026	19833 (E)	FIRST INTERNET BANK OF INDIANA	FIPFC - SUTTONS BAY, MI - 3013-39801	16,312.50
02/05/2026	19834 (E)	GFL ENVIRONMENTAL	WASTE PICKUP 1522 RICHTER	352.79
02/05/2026	19835 (E)	PRIORITY HEALTH	GROUP 784340 2026 FEB PREMIUM	12,360.03
02/05/2026	19836 (E)	TAX1099	PAYROLL TAX FILING FEES	27.23
02/05/2026	19837 (E)	TAX1099	PAYROLL TAX FILING FEES	16.11
02/05/2026	19838 (E)	TAX1099	PAYROLL TAX FILING FEES	5.75
02/05/2026	19839 (E)	TAX1099	PAYROLL TAX FILING FEES	4.00
02/05/2026	19840 (E)	VISION SERVICE PLAN	ACCT# 30 017164 001 FEB PREMIUM	221.49
02/11/2026	19841 (E)	DTE ENERGY	MULTIPLE ACCOUNTS	2,364.52
02/11/2026	19842 (E)	AMAZON	AAA BATTERIES	17.98
02/11/2026	19843 (E)	AMAZON	DEWALT WIRE WHEEL	19.99
02/11/2026	19844 (E)	AMAZON	3/4 " DRIVE MILWAUKEE	24.55
02/11/2026	19845 (E)	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS FEB 2026	514.91
02/11/2026	19846 (E)	STATE OF MICHIGAN	LOU BUFKA- TREATMENT CERTIFICATION CLASS	275.00
02/11/2026	48121	BRAMER AUTO SUPPLY	LOCK DEICER	10.70
02/11/2026	48122	ART'S AUTO AND TRUCK PARTS INC	VEHICLE SUPPLIES/PARTS	25.24
02/11/2026	48123	NORTHERN BUILDING SUPPLY, LLC	MULTIPLE	502.13
02/11/2026	48124	AIS CONSTRUCTION EQUIPMENT INC	SNOWBLOWER/LOADER OIL CHANGE SUPPLIES	1,078.00
02/11/2026	48125	BECKETT & RADER	PROFESSIONAL SERVICES	265.20
02/11/2026	48126	EPS SECURITY	SRV AGREEMENT	

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Check Date	Check	Vendor Name	Description	Amount
02/11/2026	48127	JACOBS ENGINEERING GROUP, INC	PROJ# 40472317.17	18,533.75
02/11/2026	48128	SUTTONS BAY TOWNSHIP	PAYROLL FORMS	25.50
02/11/2026	48129	SECURITY SANITATION, INC	MARINA PORTA JOHN	260.00
02/11/2026	48130	SOS ANALYTICAL	ROUTINE BACTI TESTING	100.00
02/11/2026	48131	STANDARD INSURANCE COMPANY	642946 0117 FEB 2026 PREMIUM	511.02
02/11/2026	48132	VALLEY TRUCK PARTS	PARTS FOR STERLING AXLE	499.69
GEN TOTALS:				
Total of 117 Checks:				178,874.62
Less 0 Void Checks:				0.00
Total of 117 Disbursements:				178,874.62



Machin Engineering, Inc
1235 E Front Street, Ste A
Traverse City, MI 49686
www.machinengineering.net
Ph (231) 935-1530

AUTHORIZATION FOR ADDITIONAL SERVICES

Client Name: Village of Suttons Bay Date: 1/15/2026
Address: 420 N Front Street, Suttons Bay, MI 49682 Project: Suttons Bay Marina_Dredge Project
ME Project No.: 25228

In accordance with the Agreement for Professional Services dated 12/18/2025, for the above referenced project, we hereby agree to provide the following revisions or additional services for the estimated fee or at an hourly rate as shown below:

WORK ITEMS

1. Dredge Plan and Specifications: \$13,900
2. Joint Permit: \$7,000
4. Bidding Services: \$2,000
3. Construction administration and staking is not included.
Plans to contain plan view of entire marina basin, cross sections, dredge quantities, and construction specifications on the plans. Joint permit covers the joint process with USACE and EGLE for maintenance dredging of the harbor. Bathymetry survey completed as base service to the project. Permit fees not included.

- ☒ The total estimated fee for these services is: \$ 22,900.
- ☐ The services will be performed at the then current MACHIN ENGINEERING, Inc. hourly rates.

The additional time to complete this work is estimated to be: 45 days.

MACHIN ENGINEERING, Inc.

Patrick J. Machin

Title: President

ACCEPTED AND APPROVED

Signature:

By: Rob Larrea

(Print Name)

Date

Title: Village Manager

Carol Bawden
PO Box 517
211 W Broadway
Suttons Bay, MI 49682
(231) 920 5828
caroljbawden@gmail.com

February 3, 2026

Suttons Bay Village Council

Dear Village Council Members,

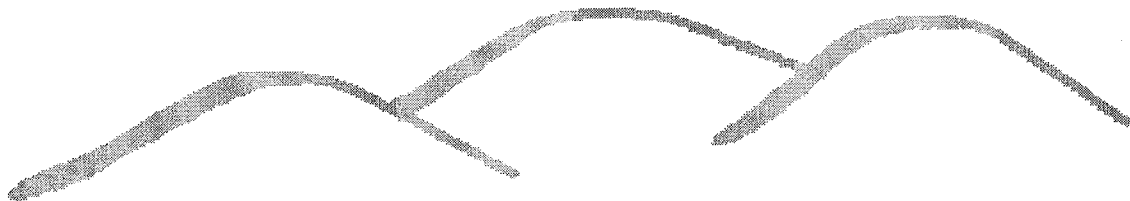
I wish to express my willingness and desire to serve on the Suttons Bay Bingham Township Library Board. As of early fall 2025 I have moved back as a resident to the Village of Suttons Bay and want to participate in my community. I have attended a meeting of the Library Board which confirms my desire to serve on it.

I understand that I need to have you appoint me to the position. I will attend your regular meeting on February 17th and am willing to answer any questions you may have then or in the mean time.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Carol Bawden".

Carol Bawden



VILLAGE OF SUTTONS BAY
ORDINANCE NO. Z-2026-01 (AMENDMENT 18 OF ORDINANCE 2 OF 2018)

**AN ORDINANCE TO AMEND THE ZONING ORDINANCE FOR THE VILLAGE OF
SUTTONS BAY**

At a regular meeting of the Village Council for the Village of Suttons Bay, Leelanau County, Michigan, held on February 17, 2026, beginning at 5:30 p.m., the following Ordinance was offered for adoption by Council Member _____ and was seconded by Council Member _____:

THE VILLAGE OF SUTTONS BAY ORDAINS:

To amend Section 1. Amendment of Article 2 is hereby amended as follows:

Article 2-3 Accessory Buildings:

Add:

C. EVSE Stations. EVSE stations are an allowed accessory use for all principal land uses and shall not require a permit for residential uses. Any EVSE spaces installed voluntarily as accessory uses shall comply with the standards of Section 10-10.

Section 2. Amendment of Article 10

Article 10: Off-Street Parking and Loading is hereby amended as follows:

Section 10-10 Electric Vehicle Charging Stations

A. Applicability. The requirements of this section apply to the installation of EVSE within the Village.

B. Design and Location.

1. EVSE equipment shall meet all parking setback and screening requirements.
2. EVSE spaces shall be clearly designated with signage and pavement markings.
3. EVSE spaces shall be sited in a manner that provides convenient pedestrian access to the principal use, comparable to other customer/visitor parking spaces.
4. Where possible, EVSE spaces shall be integrated into well-lit, visible areas of the parking lot.
5. Charging equipment shall be mounted on a permanent foundation or wall, shall not obstruct pedestrian circulation, and shall not reduce the minimum required width of accessible routes.

Section 3. Amendment of Article 20

Article 20: Definitions, Section 20-4 Definitions: D-E is hereby amended as follows:

Electric Vehicle Charging Station (EVSE): An accessory use that is a public or private parking space that is served by battery charging equipment for the purpose of transferring electric energy to a battery or other energy storage device in an electric vehicle. An EVSE space includes all required equipment, protective devices, and signage.

Section 2. Effective Date. This Ordinance shall become effective upon the expiration of seven (7) days after publication in the manner and as provided by law. A copy of the Zoning Ordinance is available at the Village Hall or on the Village website at www.suttonsbayvillage.org.

Dated:

Village of Suttons Bay

By: _____
Steve Lutke

By: _____
Dorothy Petroskey

CERTIFICATION

I hereby certify the foregoing to be a true copy of the Ordinance adopted by the Village Council for the Village of Suttons Bay at the time, date, and place specified above pursuant to the procedures required by law.

Dorothy Petroskey, Clerk



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION
REGULAR MEETING
Meeting Minutes of December 17, 2025
420 N. Front Street
Suttons Bay, MI 49682

The meeting was called to order at 5:00 p.m. by Vice-Chairperson Pontius

Present: F. Smith, Campbell, Pontius, D. Smith, Hylwa
Absent: Feringa & Hetler
Staff present: Patmore & Petroskey
Guests: 26

Approval of Agenda

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

Conflict of Interest: None

Approval of Minutes

D. Smith move F. Smith seconded, CARRIED, to approve the Planning Commission meeting minutes of November 19, 2025 as presented. Ayes: 5, No: 0.

Public Comment/Written Communications

Fred Sitkins thanked the Village for all their cooperation in working together to get this conditional approval.

Sally Somali, ISEA Volunteer/Former Board member spoke in favor of the project.

Old Business: None

New Business:

EVSE Charging Stations-Public Hearing

Vice-Chair Pontius stated that a proposed amendment is before the commission this evening that will allow EV Charging stations as an accessory use as defined in Article 2, 10 and Article 20. Pontius read the amendment to the public.

F. Smith moved, D. Smith seconded CARRIED to open the public hearing at 5:05 p.m. Ayes: 5, Nays: 0

Larry Mawby encouraged the planning commission to recommend to the Village Council to adopt the language as presented.

Public hearing closed at 5:06 p.m. hearing no further comment.

The planning commission reviewed the criteria of Article 18-3 as it applies to the proposed Ordinance.

1. The proposed text amendment would clarify the intent of the ordinance.
The proposed text amendment is not clarifying the of the ordinance but is supported by the intent of the ordinance
2. The proposed text amendment would correct an error or oversight in the ordinance.
The amendment is not correcting an error; this is a new use that needed ordinance language to clarify the regulation
3. The proposed text amendment would address changes to the State legislation, recent case law or opinions from the Attorney General of the State of Michigan.
The amendment is clarifying regulations for a newer use that is permitted in the State. This amendment is not addressing any changes from the State.
4. The proposed text amendment would promote compliance with changes in other County, State or Federal regulations.
The proposed text amendment is not necessary for compliance with changes to other regulations. This amendment is clarifying a new type of use that is allowed.
5. In the event the amendment will add a use to a district, that use shall be fully consistent with the intent of the district and the character of the range of uses provided for within the district.
The amendment is adding an accessory use to the ordinance, it is consistent with the intent of the districts since it allows for electric vehicle charging where current or proposed parking is allowed. Parking is currently allowed in all districts; this expands the availability of electric vehicles with regulations specific to charging stations. The amendment will not create incompatible land uses within a zoning district, or between adjacent districts.
6. The amendment will not create incompatible land uses within a zoning district, or between adjacent districts.

This amendment does not create incompatible land uses. It is adding regulations for a use that is already taking place.

7. The proposed text amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements and similar technical items.

The text amendment is not supported by any special studies. The requirements are based on typical requirements for newer land uses in zoning. The master plan discusses electric charging and adding the language helps to move the master plan forward

8. As applicable, the proposed change shall be consistent with the Village's ability to provide adequate public facilities and services.

The text amendment will have no impact on public facilities and services available as an accessory use. They are currently allowed as an accessory structure; this language clarifies additional requirements specific to charging stations.

9. The proposed change shall be consistent with the Village's desire to protect the public health, safety, and welfare of the community.

The proposed language is consistent with the public health, safety and welfare and supported by the adopted Master Plan.

F. Smith moved, M. Campbell seconded, CARRIED to recommend the Village Council adopt the language as presented. Ayes: 5 Nays: 0 Motion Carried.

Inland Seas Education Association (ISEA) Campus Expansion Project:

It was noted that the Applicant had submitted a ZBA application for a variance.

D. Smith moved, F. Smith seconded to approve the Inland Seas Application with the following conditions:

1. ZBA approval of a variance for build-to/setback along Dame Street. Nothing in the Planning Commission approval shall guarantee approval or action by the ZBA.
 2. All outside agency permits shall be required. Approval of the site plan does not guarantee that outside permits will be approved or permitted as currently proposed. This includes but is not limited to: water, sewer, stormwater, roads, fire soil erosion, EGLE.
 3. Approval of the site plan by fire and DPW for removal of secondary access to the site.
- Ayes: 5; Nays: 0

Public Comment:

- Fred Sitkins thanked the commission.

Reports

Zoning Administration Report-as presented.

Village Council Report: Truth in Taxation hearing held. 2026 Budget adopted.

Zoning Board of Appeals-Meeting scheduled for January 14, 2026.

Next Regular Meeting is January 21, 2026.

Good of the Order: No comments


Meeting Adjourned at 5:16 p.m.

Meeting minutes drafted by Dorothy Petroskey, Clerk.

Suttons Bay Village - January 2026

[illegible]

ZONING REPORT

		VILLAGE OF SUTTONS BAY ZONING REPORT	
Prepared:	2/06/2026	Pages:	1 of 1
Meeting:	February 2026 PC & Council	Attachments:	0 <input type="checkbox"/>
Subject:	Zoning Report for January 2026		

LAND USE PERMITS ISSUED

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

(Note – permits may be classified under multiple categories)

LUP 26-001	760 W. Blackberry	new single-family dwelling
LUP 26-002	345 S. Shore Dr.	room addition
LUP 26-003	504 N. Front St.	deck addition

ZONING BOARD OF APPEALS

- ZBA Meeting held on 1/14/2026 and reviewed two cases.

LAND DIVISION

- Questions about potential divisions and transfers.

STAFF REPORT

- Questions on Land Use Permits, Site Plan Review, Zoning Appeals.
- Follow-up on previous permits issued.

RECOMMENDATIONS TO PC:

ZBA to request that Planning Commission review driveway requirements off of alleys.