



VILLAGE OF SUTTONS BAY  
Village Council Regular Meeting  
420 N. Front Street, Suttons Bay, MI 49682  
June 16, 2025, 5:30 p.m.

Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
  - a. Approval of 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. VSB-2025-20 FY 2024 Audit
  - b. VSB-2025-21 Planning Commission Amendments
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.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
05/28/2025	19560 (E)	ADOBE	MNGR SOFTWARE	21.19
05/28/2025	19561 (E)	AMAZON	PRINTER HL-2300D	229.95
05/28/2025	19562 (E)	AMAZON	OFFICE SUPPLIES	14.06
05/28/2025	19563 (E)	AMAZON	OFFICE SUPPLIES	22.29
05/28/2025	19564 (E)	AMAZON	MARINA FLAGS	79.94
05/28/2025	19565 (E)	AMAZON	OFFICE SUPPLIES	19.99
05/28/2025	19566 (E)	BRIGHTSPEED	1522 RICHTER MAY 2025	218.66
05/28/2025	19567 (E)	BRIGHTSPEED	TELEPHONE SERVICE-MULTIPLE MAY 2025	677.11
05/28/2025	19568 (E)	CHARTER COMMUNICATIONS	ACCT# 005327301 665 N FRONT	119.99
05/28/2025	19569 (E)	CHARTER COMMUNICATIONS	ACCT# 005327201 420 N FRONT STREET	159.99
05/28/2025	19570 (E)	NEST LABS	ANNUAL SUBSCRIPTION 2025	320.00
05/28/2025	19571 (E)	CHARTER COMMUNICATIONS-NATL	ACCT# 103479401 1522 RICHTER	130.00
05/28/2025	19572 (E)	WELLS FARGO FINANCIAL LEASING	CONT# 4500147001-000	83.79
05/28/2025	19573 (E)	MICHIGAN RETAILERS SERVICES	ID# 46597-001 PREMIUM JUNE 2025	611.76
06/04/2025	47758	STANDARD ELECTRIC COMPANY	CUST# 369750 DUP CHECK-GENERATOR REPAIR	300.00
06/04/2025	47759	STANDARD INSURANCE COMPANY	642946 0117 JUNE 2025 PREMIUM	212.99
06/06/2025	47760	LEELANAU ENTERPRISE	PUBLIC HEARING NOTICE-ZONING	331.00
06/06/2025	47761	ABONMARCHE CONSULTANTS, INC	24-1952 MARINA COMFORT STATION	27,130.00
06/06/2025	47762	BECKETT & RAEDER	PROFESSIONAL PLANNING SERVICES	1,114.30
06/06/2025	47763	CDM MOBILE SHREDDING, LLC	DOCUMENT SHREDDING	15.00
06/06/2025	47764	CUMMINS BRIDGEWAY, LLC	BAY CLIFF GENERATOR PLANNED MAINTENANCE	1,144.52
06/06/2025	47765	CUSTOM INK	TOILET BOWL CLEANER	1,384.65
06/06/2025	47766	KSS ENTERPRISES	MARINA STAFF UNIFORMS	1,097.43
06/06/2025	47767	THE HOME CITY ICE COMPANY	154 @ 1.90 PLUS DELIVERY CHG	310.10
06/06/2025	47768	HYDROCORP	CROSS CONNECTION PROGRAM	837.01
06/06/2025	47769	RYAN HENDRICKSON	TRANSIENT REFUND LESS \$25	295.00
06/06/2025	47770	STEPHEN POLSINELLI	REFUND LESS PROCESSING FEE \$25	497.00
06/06/2025	47771	MR CLEAN	PROFESSIONAL CLEANING	340.00
06/06/2025	47772	PLANT MASTERS	MARINA LANDSCAPING	264.77
06/06/2025	47773	U.S. POSTAL SERVICE	ANNUAL PO BOX RENEWAL	100.00
06/06/2025	47774	PURE WATER WORKS	1522 RICHTER WATER DELIVERY	208.50
06/06/2025	47775	LEELANAU CTY ROAD COMMISSION	DIESEL/UNLEADED MAY FUEL	1,211.16
06/06/2025	47776	SECURITY SANITATION, INC	WW PARK PORTA JOHN RENTAL	1,060.00
06/06/2025	47777	SIGNPLICITY	CREEK RESTORATION SIGNS	282.94
06/06/2025	47778	SMITH & JOHNSON, ATTORNEYS	15455.00002 SB DEVELOPMENT	4,700.00
06/10/2025	19574 (E)	CONSUMERS ENERGY	MULTIPLE INVOICES JUNE 2025	4,629.50
06/10/2025	19575 (E)	COUNTY OF LEELANAU	NOTARY FEE	11.50
06/10/2025	19576 (E)	AMAZON	WHITEBOARD CLEANING SPRAY	7.48
06/10/2025	19577 (E)	AMAZON	MOUSE PAD OFFICE	10.38
06/10/2025	19578 (E)	AMAZON	PURE VINEGAR-SIDEWALK	67.99
06/10/2025	19579 (E)	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS JUNE 2025	487.96
06/10/2025	19580 (E)	BARN OWL TECH	CAMERA/DATA CGHS BWH/WELL	43.26
06/10/2025	19581 (E)	CHARTER COMMUNICATIONS	326 FRONT STREET	140.00
06/10/2025	19582 (E)	STATE OF MICHIGAN - M&B	NOTARY SOS APPLICATION	10.17
06/10/2025	19583 (E)	FIFTH THIRD BANK	DEPOSIT SLIPS	235.52
06/10/2025	19584 (E)	GFL ENVIRONMENTAL	1520 RICHTER ROAD JUNE	332.82
06/10/2025	19585 (E)	GFL ENVIRONMENTAL	MARINA RECEPTILES JUNE	641.44
06/10/2025	19586 (E)	ACRISURVE GREAT LAKES PARTNERS INS	NOTARY BOND	56.93
06/10/2025	19587 (E)	MICHIGAN MUNICIPAL EXECUTIVES	MME PROFESSIONAL MEMBER DUES 2025	425.00
06/10/2025	19588 (E)	PITNEY BOWES - PURCHASE POWER	POSTAGE RESERVE ACCOUNT	1,000.00
06/10/2025	19589 (E)	PRIORITY HEALTH	GROUP 784340 2025 JUNE PREMIUM	10,872.14
06/10/2025	19590 (E)	VISION SERVICE PLAN	ACCT# 30 017164 JUNE PREMIUM	221.49
06/12/2025	47779	NORTHERN BUILDING SUPPLY, LLC	MULTIPLE ACCOUNTS MAY 2025	1,097.15
06/12/2025	47780	AIRGAS USA, LLC	CYL RENTAL	57.86
06/12/2025	47781	BAYSHORE OIL & PROPANE	1353.1 GALS REC 90 @ 3.59 + TAXES	5,742.56
06/12/2025	47782	JTM DEMOULPIED	BRINE MATERIAL \$800 & LABOR \$360	1,160.00
06/12/2025	47783	INTEGRITY SOFTWARE SYSTEMS	TECH SUPPORT-OFFICE	60.00

Check Date	Check	Vendor Name	Description	Amount
06/12/2025	47784	MML WORKERS COMPENSATION FUND	POLICY #5002750-25 INSTALL 1 25/26	996.00
06/12/2025	47785	MISSION NORTH	DDA CONSULTING APRIL/MAY	900.00
06/12/2025	47786	MR CLEAN	PROFESSIONAL CLEANING MAY 2025	410.00
06/12/2025	47787	MRWA	ANNUAL MEMBERSHIP FEES	570.00
06/12/2025	47788	OLSON & HOWARD, P.C.	GENERAL MATTERS	62.00
06/12/2025	47789	JACOBS ENGINEERING GROUP, INC	PROJ# 40472316.16 JULY 2025	17,795.25
06/12/2025	47790	RADIO NORTH	VHF ANTENNA KIT INSTALLATION	1,136.94
06/12/2025	47791	SECURITY SANITATION, INC	BAHLE PORTA JOHN RENTAL	125.00
06/12/2025	47792	VREDEVELD HAEFNER LLC	AUDIT SERVICES -COMPLETION	1,750.00
GEN TOTALS:				
Total of 66 Checks:				96,601.43
Less 0 Void Checks:				0.00
Total of 66 Disbursements:				96,601.43



VILLAGE OF SUTTONS BAY  
420 N FRONT STREET, SUTTONS BAY, MI 49682  
VILLAGE COUNCIL  
MEETING MINUTES OF May 19, 2025

The meeting was called to order at 5:30 a.m. by President Lutke.

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

Absent:

Staff present: Larrea, Miller & Petroskey

**Consent Agenda**

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

The April 21, 2025 Village Council meeting minutes are approved. The payments for invoices are approved. Ayes: 7, No: 0.

**Conflict of Interest: None**

**Agenda approval**

Yoder moved Suppes seconded, CARRIED to approve the agenda as presented.

Ayes: 7, No: 0.

**Public comment:** Donna Popke spoke regarding the natural bridge forming between the coal dock and the south pier. Gary Cheadle stated he supported EV charging stations. Bill Crackel gave kudos to the DPW for a great job this year.

**VSb-2025-17**

The Committee of the whole at their last meeting recommended that water rates be increased as detailed in report VSb-2025-17. Staff noted that they hoped to incrementally increase rates rather than a large increase all at once.

Bahle moved, Smith seconded, to adopt Resolution 2025-01 effectively amending the Village Fee Schedule to reflect the 2025 water Ready to Serve and cost per 1000-gallon rate increases as

described in Table 1 and Table 2 of Report VSB-2025-17 and being made a part of this motion.  
Roll Call Vote: Ayes: 7 Nays 0

**Staff Reports-** Presented


**Good of the Order:**

Perkins stated he attended the DDA meeting and asked them to consider EV charging stations. Bahle noted that he is happy the village is moving forward on water rate increases. Smith stated she would like a report on how many short-term rentals there currently are in the Village.

**Public Comment-** Bill Crackel stated he appreciates incrementally raising rates and not all at once.

The meeting was adjourned at 5:45 p.m.

Meeting minutes prepared by Dorothy Petroskey, Village Clerk.

		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2025-20</b>	
Prepared:	June 13, 2025	Pages:	1 of 1
Meeting:	June 16, 2025	Attachments:	<input type="checkbox"/>
Subject:	FY-2024 Audit		

**PURPOSE**

To recommend adoption of the annual audit to the Village Council as submitted.


**STAFF COMMENT**

An annual audit has been performed in compliance with State of Michigan law. This audit is required to be accepted and submitted to the State no later than June 30<sup>th</sup>. As usual, we contracted an independent auditor to perform the audit, and as anticipated, all is in order. The audit was provided to all committees and it has been recommended for acceptance by the Village Council.

The audit is reflective of our budgeting practices, investments and anticipated expenditures. The audit was absent any surprises and did not generate any concerns by the auditors. Thank you, Lorrie, for all your hard work!

**REQUESTED ACTION**

MOTION TO accept the audit for fiscal year 2024 and direct staff to submit it to the State of Michigan in accordance with the law.

		<b>VILLAGE OF SUTTONS BAY</b> <b>REPORT VSB -2025-21</b>	
Prepared:	June 12, 2025	Pages:	1 of 1
Meeting:	June 16, 2025	Attachments:	<input checked="" type="checkbox"/>
Subject:	PC Amendments		

## PURPOSE

To consider various zoning ordinance amendments.

## STAFF COMMENT

The Planning Commission has begun the long-awaited process of fixing and updating the zoning ordinance. Provided this process remains focused on “fixing” the Ordinance, rather than making significant changes to the Ordinance, the process should progress in an efficient manner.

The amendments before you are all considered minor and fit within the intent of fixing the ordinance. That being said, in reviewing the list of amendments we (Staff & Consulting Planner) felt it was appropriate to remove one item from consideration. By doing so, we avoid postponement of the remaining amendments, some of which have a much higher level of importance than that removed. In addition, the postponement will allow us to further advance the intent of the non-controversial amendment and have it before you for consideration in the near future.

## REQUESTED ACTION

MOTION THAT Ordinance No. Z- 2025 -03 hereby amending Zoning Ordinance #2 of 2018 and further described and attached to Report VSB-2025-21 be adopted.

\* Removed amendment to Section 5.3



VILLAGE OF SUTTONS BAY  
ORDINANCE NO. Z-2025-03 (AMENDMENT 17 OF ORDINANCE 2 OF 2018)

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

THE VILLAGE OF SUTTONS BAY ORDAINS:

**To Amend** Section 2-14 Setbacks, Yards, Lots, and Parcels:

TO REPLACE the Definition of Setback in its entirety to read as follows:

- A. *Setbacks*. No buildings may be placed within the minimum required horizontal distance measured from the lot lines per the applicable zoning district. Front yard setbacks are measured from the *right-of-way or easement*, side yard setbacks are measured from side lot lines and rear yard setbacks are measured from rear lot lines.

**To Replace** the language of Section 9-14 Prohibition on Marihuana Establishments and Facilities in its entirety to read as follows:

Section 9-14                      Prohibition on Marihuana Establishments and Facilities.

- A. Marihuana facilities are prohibited within the boundaries of the Village of Suttons Bay.

**To Amend** Section 10-3 Required Off-Street Parking Subsection B to read as follows:

Section 10-3                      Required Off-Street Parking

- B. *On-Street Parking Exemption*. For commercial and mixed-use buildings in the Mixed Use Districts, on-street parking spaces along the front property line shall be counted toward the number of parking spaces required for the use in that building (except where there are driveway curb cuts). On-site parking requirements shall be required and not exempt for residential use or uses requiring overnight occupancy such as hotels and bed and breakfasts.

**To Amend** Table 10-3 Parking Requirements by Zoning District as follows:

- TO ADD to the **CB Central Business**: /Bed& Breakfast to read as follows: Residential/Hotel/Bed and Breakfast: One (1) parking space for each dwelling or hotel room.
- TO ADD the following language to **NG North Gateway**: Hotel/Bed and Breakfast: One (1) space per room plus one (1) space per employee working at peak hours.
- TO ADD to following language to the **SG South Gateway**: /Bed& Breakfast to read as follows: Residential/Hotel/Bed and Breakfast: One (1) parking space for each dwelling or hotel room.

**To Amend** Section 20-11 Definitions: S-T

TO ADD the following language to the definition of Setback: or in the case of front setback, right-of-way or easement, to read in its entirety as follows:

SETBACK means the minimum required horizontal distance measured from the lot lines or in the case of front setback, right-of-way or easement, to a building as designated by the applicable zoning district, or a structure, as applicable elsewhere in the ordinance.

**To Amend** Section 18-3 Zoning Ordinance Amendments- Section A Initiation

TO REPLACE the language in its entirety to read as follows:

- A. Initiation. Zoning text amendments may be initiated by the Village Council, the Planning Commission, Village Staff, or by petition of a Village property owner.



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](http://www.suttonsbayvillage.org).

The vote regarding the adoption of this Ordinance was as follows:

YEAS:

NAYS:

ABSENT:            ABSTAIN:


Ordinance No. Z-2025-03 declared adopted.

Dated:

Village of Suttons Bay

By: \_\_\_\_\_  
Steve Lutke, President

By: \_\_\_\_\_  
Dorothy Petroskey, Clerk

		<b>VILLAGE OF SUTTONS BAY</b> <b>ZONING REPORT</b>	
Prepared:	06/13/2025	Pages:	1 of 1
Meeting:	June 2025 PC & Council	Attachments:	0 <input type="checkbox"/>
Subject:	Zoning Report for May 2025		

**LAND USE PERMITS ISSUED**

DATE	TOTAL	NEW HOMES	ADU	ALTERATIONS ADDITIONS	ACCES. STRUCT.	FENCE	COMMERCIAL, SIGNS / OTHER
May 2025	5	0	0	1	0	1	3
Year To Date	8	0	0	2	1	1	4

LUP 25-004	73 W. Fourth St.	Change of Use – Office
LUP 25-005	101 E. Dame St.	Change of Use – Retail
LUP 25-006	345 S. Shore Dr.	Alterations
LUP 25-007	503 N. St. Joseph St.	Fence
LUP 25-008	101 E. Dame St.	Sign

Revisions to existing permits

ZBA Meeting/Hearing Scheduled for June 11, 2025 on a dimensional variance request – 379 S. Shore Dr.

Land Division Application Received – Herman Rd. – Suttons Bay Schools

**STAFF REPORT**

- Many general inquiries on land use, setbacks, signs, etc.
- Preliminary Site Plan Review

**FUTURE ACTION REQUESTED:**      None