



VILLAGE OF SUTTONS BAY
REMOTE Access Village Council Meeting
420 N. Front Street, Suttons Bay, MI 49682
REGULAR MEETING
December 20, 2021 5:30 p.m.
Agenda

Electronic Remote Access, in accordance with Public Act 228 of 2020 Article 3(2) and Resolution 1 of 2021 Declaration of State of Emergency will be implemented in response to COVID-19. The public may participate in the meeting through Zoom access by computer and smart phone and can find the link on our website at www.suttonsbayvillage.org

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
 - a. Approval of Minutes -December 7, 2021
 - b. Payment of Invoices
4. Agenda Approval
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
6. Unfinished Business
7. New Business
 - a. Report VSB 2021-64 Amendment to South Gateway District
 - b. Report VSB 2021-65 Annual Meeting Dates
 - c. Village Council Appointments
 - d. Certificate of Appreciations
 - e. State of Emergency ends December 31, 2021
8. Special Committee Reports/Staff Reports (Verbal)
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 is inviting you to a scheduled Zoom meeting.

Topic: Village Council Regular Meeting

Time: Dec 20, 2021 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82333906873?pwd=bHl3TXlRYXRGR1REemJSZmRKQzJiUT09>

Meeting ID: 823 3390 6873

Passcode: 689177

One tap mobile

+19294362866,,82333906873#,,,,*689177# US (New York)

+13017158592,,82333906873#,,,,*689177# US (Washington DC)

Dial by your location

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 823 3390 6873

Passcode: 689177

Find your local number: <https://us02web.zoom.us/j/82333906873?pwd=bHl3TXlRYXRGR1REemJSZmRKQzJiUT09>



VILLAGE OF SUTTONS BAY
VILLAGE COUNCIL REMOTE SPECIAL MEETING
MINUTES OF DECEMBER 7, 2021

The meeting was called to order by President Lutke at 8:13 a.m.

Present: Christensen, Lutke, Smith and Suppes
Absent: Bahle, Case and Long
Staff present: Fay, Larrea and Miller

Consent Agenda

Suppes moved, Smith seconded, CARRIED, to approve the Consent Agenda as presented, with an affirmative unanimous roll call vote. The Village Council meeting minutes of November 15, 2021, are approved. Ayes: 4, No: 0.

Approval of Agenda

Christensen moved, Suppes seconded, CARRIED, to approve the agenda as presented, with an affirmative unanimous roll call vote. Ayes: 4, No: 0.

Report VSB-2021-62 Truth in Taxation Public Hearing

The public hearing was called to order at 8:15 a.m. by President Lutke. Bill Perkins inquired why the Village couldn't stay slightly under the maximum allowed by Headlee. Lutke moved, Christensen seconded, CARRIED, to close the public hearing, with an affirmative unanimous roll call vote. The public hearing closed at 8:16 a.m. Ayes: 4, No: 0.

Suppes moved, Christensen seconded, CARRIED, that the maximum millage rate allowed by Headlee to support the 2022 budget as provided for in Report VSB 2021-62 and being made a part of this motion be adopted, with an affirmative unanimous roll call vote. Ayes: 4, No: 0.

Report VSB-2021-63 - 2022 Budget

Smith moved, Suppes seconded, CARRIED, to adopt Resolution 5 of 2021 approving the 2022 budget and fees to support the 2022 budget, with an affirmative unanimous roll call vote. Ayes: 4, No: 0.

Manager's Work Plan

The work plan presented represents, for the most part, the 2021 accomplishments, which will morph into the 2022 plan. In 2022, the Village will be moving on with our camera systems, protecting our infrastructure, streets, water and sewer underground, as well as the Recreational Plan and Master Plan.

Good of the Order

Smith asked about the Viking Cruise lines. Larrea stated conversations come and go, and are currently in a fact-finding mode.

Christensen and Suppes met with the S B Art Festival Committee noting the focus will be on parking and traffic flow improvements, which will require an additional officer for the festival next year. Christensen thanked the DPW crew for staying on top of the fall leaf pickup and noted a good job with the first snow.

Smith supports events such as the S B Art Festival and the wine and shopping downtown Suttons Bay noting a great turnout.

Lutke stated he visited the DPW building to see the damage to the plow truck. He gave kudos to the knowledgeable and motivated staff who saved the Village a lot of money and prevented a lot of down time by performing repairs to the plow truck. Lutke noted a chosen staff with good moral and retention.


The meeting adjourned at 8:30 a.m.

Meeting minutes submitted by Shar Fay, Village Clerk.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
11/16/2021	18514 (E)	BLUE CROSS BLUE SHIELD OF MICH	GR 007015354 0001-DECEMBER 2021 PREMIUM	470.39
11/16/2021	18515 (E)	CHARTER COMMUNICATIONS	ACCT# 8245121220019774 420 W FRONT ST	142.97
11/16/2021	45437	CONSUMERS ENERGY	MULTIPLE ACCTS SERV THRU OCT, 2021	1,041.43
11/16/2021	45438	GRAINGER	CONCRETE FOUNDATION REPAIR	106.01
11/16/2021	45439	ART'S AUTO AND TRUCK PARTS INC	TRACTOR TRUCK TURBO	1,213.47
11/16/2021	45440	COUNTY OF LEELANAU	(3) 20 X 36 LAND USE MAPS	60.00
11/16/2021	45441	LEELANAU ENTERPRISE	ACCT# 2074 - LEGALS/SYNOPSIS OCTOBER 2021	262.25
11/16/2021	45442	BCK VENTURES	SHORT TERM RENTAL REFUND	500.00
11/16/2021	45443	LESLIE COUTURIER	ZONING ADMIN AGREE - NOV, 2021	480.00
11/16/2021	45444	GRAND TRAVERSE SURVEYING & MAPPING	FIELDWORK - W/CONTOURS TWO AREAS S SHORE	3,000.00
11/16/2021	45445	MICHIGAN CAT	ACCT 12464, VACTOR ENGINE REPAIR -VALVE,	5,044.72
11/16/2021	45446	MI MUNICIPAL LEAGUE WORKERS CO	2022 MEMBERSHIP RENEWAL #3	1,625.00
11/16/2021	45447	MI MUNICIPAL TREASURERS ASSOC	3 MO. MAINTENACE AGREEMENT/COPIES	75.00
11/16/2021	45448	NETLINK BUSINESS SOLUTIONS	ACCT#00909002229933 THRU 11/30/2021	428.36
11/16/2021	45449	PITNEY BOWES - PURCHASE POWER	UNLEADED/DIESEL - OCT 2021	201.00
11/16/2021	45450	LEELANAU CITY ROAD COMMISSION	WATERWHEEL PARK - THRU 11/9/2021	960.05
11/16/2021	45451	SECURITY SANITATION, INC	WSSN 6500 - BACTI SAMPLES	100.00
11/16/2021	45452	SOS ANALYTICAL	SAFETY EQUIP- GAITORS-20 @ \$12	100.00
11/16/2021	45453	THREADS	ACCT# 103479401 SERV THRU OCT,2021	240.00
11/16/2021	45454	TIME WARNER CABLE	2014 TIRES FOR SALT TRUCK	112.97
11/16/2021	45455	XPRESS LUBE & TIRE SERVICE	ACCT#8245121220017471 SERV THRU 12/14/20	1,553.70
11/23/2021	18516 (E)	CHARTER COMMUNICATIONS	VARIOUS ACCOUNTS THRU NOV 15, 2021	127.98
11/23/2021	45456	DTE ENERGY	ACCT#287304252169 SERV THROUGH NOV 11 20	529.60
11/23/2021	45457	AT&T MOBILITY	GROUP 784340 S001, DECEMBER 2021 PREMIUM	7,383.65
11/23/2021	45458	PRIORITY HEALTH	BAHLE PARK PORTA JOHN RENTAL	100.00
11/23/2021	45459	SECURITY SANITATION, INC	CLIENT#6027-00 SERV THRU 10/31/2021	378.00
11/23/2021	45460	SONDEE, RACINE & DOREN	VIDEO CAMERA SYSTEM NORTH PARK	6,768.00
11/23/2021	45461	TKS SECURITY	CON#6030214439000 SERV THRU 12/11/2021	72.92
11/23/2021	45462	WELLS FARGO FINANCIAL LEASING	101-0078171-001, FINAL PAYOFF BLDGS LOAN	216,940.53
11/29/2021	45463	HUNTINGTON NATIONAL BANK	ACCT 642946 0117 - NOV 2021 PREMIUM	1,005.34
11/29/2021	45464	STANDARD INSURANCE COMPANY	ACCT# 30 017164 001 MONTHLY PREMIUM DEC	205.06
11/30/2021	18517 (E)	VISION SERVICE PLAN	SOFTWARE UPDATE MNGR NOV 2021	15.89
11/30/2021	18518 (E)	ADOBE	BANK FEES NOVEMBER 2021	191.51
11/30/2021	18519 (E)	FIFTH THIRD BANK	200SUT - 2022 ANNUAL FEE	1,557.13
11/30/2021	45465	MISS DIG SYSTEM. INC	ACCT # 300439566 THRU NOV 2021	655.51
12/01/2021	45466	CENTURYLINK	ACCT # 405593377 SERV THRU 11-2021	225.34
12/01/2021	45467	CENTURYLINK	VILL10-VARIOUS ACCOUNTS	79.92
12/01/2021	45468	NORTHERN BUILDING SUPPLY, LLC	ADVERTISER #2074 PUBLICATIONS	150.40
12/01/2021	45469	LEELANAU ENTERPRISE	EQUIPMENT RENTAL MAINTENANCE AGREEMENT	430.20
12/01/2021	45470	CENTURYLINK	STORM/DRAINAGE DESIGN S SHORE	1,200.00
12/01/2021	45471	GRAND TRAVERSE ENGINEERING	2022 MEMBERSHIP APPLICATION FEE	60.00
12/01/2021	45472	MR CLEAN	JANITORIAL SERV OCTOBER 2021	410.00
12/01/2021	45473	MI ASSOC OF MUNICIPAL CLERKS	CUST 120525 - WWTP OPER DEC 2021	15,078.43
12/01/2021	45474	JACOBS ENGINEERING GROUP, INC	ACCT#957380 OFFICE SUPPLIES PAPER	46.92
12/01/2021	45475	INTEGRITY BUSINESS SOLUTIONS	WWTP-WATER/DEPOSIT/FUEL CHG	16.00
12/01/2021	45476	PURE WATER WORKS	MARINA PORTA JOHN RENTAL	100.00
12/01/2021	45477	SECURITY SANITATION, INC	642946 0117, DEC PREMIUM 2021	502.67
12/01/2021	45478	STANDARD INSURANCE COMPANY	ANNUAL REMOTE VIDEO - NORTH PARK	90.00
12/01/2021	45479	TKS SECURITY	ACCT# 8364410 SERV THRU 11/17/2021	184.96
12/07/2021	18520 (E)	CERRYLAND ELECTRIC	CAST IRON GRATE-BAHLE PARK	105.23
12/07/2021	18521 (E)	AMAZON	ACCT#8245121220022588 146 S SHORE	137.96
12/07/2021	18522 (E)	CHARTER COMMUNICATIONS	ACCT # 8245121220023735 NOV 2021	173.98
12/07/2021	18523 (E)	CHARTER COMMUNICATIONS	ACCT # 002105664	455.40
12/07/2021	18524 (E)	GFL ENVIRONMENTAL	ACCT# 002105665	122.32
12/07/2021	18525 (E)	GFL ENVIRONMENTAL	ACCT# 0016108575 SEPT-DEC 2021	140.10
12/07/2021	18526 (E)	PITNEY BOWES	ACCT#8000909002229933 DEC 2021	201.00
12/07/2021	18527 (E)	PITNEY BOWES - PURCHASE POWER		

Check Date	Check	Vendor Name	Description	Amount
12/07/2021	45480	BRAMER AUTO SUPPLY	MISC SUPPLIES	22.28
12/07/2021	45481	CONSUMERS ENERGY	VARIOUS ACCOUNTS-NOV 2021	4,073.93
12/07/2021	45482	BADGER METER INC	BEACON HOSTING NOV 2021 602 UNTIS	36.12
12/07/2021	45483	LESLIE COUTURLER	ZONING ADMIN AGREE -DECEMBER 2021	480.00
12/07/2021	45484	PADELLA, FRANK & MICHELINE	UB refund for account: SSH -000372-0001-	10.76
12/07/2021	45485	STANDARD ELECTRIC COMPANY	SERV CALL GENERATOR BAYVIEW LOCATION	329.00
12/07/2021	45486	LEELANAU CTY ROAD COMMISSION	163 GALS UNLEADED/368 GALS DIESEL	1,464.86
12/07/2021	45487	SARA KOPRIVA	CONTRACTUAL SERVICES -NOVEMBER 2021	180.00
12/07/2021	45488	SOILS & STRUCTURES	MARINA PEDESTRIAN BRIDGE-GEOTECHNICAL SE	6,475.00
12/07/2021	45489	VALLEY CITY LINEN	NOVEMBER 2021	125.00
12/07/2021	45490	MICHIGAN MUNICIPAL LEAGUE	UIA EMPLOYER NO. 0801-119 JUNE 2021	15.64

GEN TOTALS:
 Total of 68 Checks: 287,274.68
 Less 0 Void Checks: 0.00
 Total of 68 Disbursements: 287,274.68

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2021- 64	
Prepared:	December 14, 2021	Pages:	1 of 3
Meeting:	December 20, 2021	Attachments:	<input type="checkbox"/>
Subject:	South Gateway Architectural Amendment		

PURPOSE

To inform the VC of a recommendation by the PC to adopt an amendment to the SG (South Gateway) zoning district.

OVERVIEW

The planning commission, at their November 10, 2021, regular scheduled meeting, held a public hearing on the new SG South Gateway zoning standards before you for consideration. The planning commission reviewed the current standards over a course of several months, were subject to a character photo exercise and performed a basic walking audit of the district this summer. These exercises are highly affective and often used to help commissioners understand various aspects of their current zoning, including, 1) what is presently in place, 2) if the structures in place meet the current standards, and 3) if the new standards will result in non-conformities.

These efforts appropriately resulted in the architectural standards resembling those in place prior to the 2018 change (the amendment language can be viewed on page 2 & 3 of this report). Following the public hearing, the planning commission unanimously recommended approval of the new district standards to the Village Council. This amendment should be one of several to come before the VC over the next year as focus will shift to creating a balance between protecting our community’s character and encouraging growth and redevelopment.

Thank you to Sara Kopriva and the Planning Commission for moving this amendment forward.

As stated above,

ACTION REQUESTED

MOTION THAT- AMENDMENT NO. Z-2021-03 OF ORDINANCE #5 OF 2018 TO AMEND THE SOUTH GATEWAY (SG) ARCHITECTURAL STANDARDS AS DESCRIBED IN REPORT VSB-2021- 64 AND BEING MADE A PART OF THIS MOTION, BE APPROVED.

AMENDMENT # Z-2021-03 - (being amendment 5 of Ordinance 5 of 2018) is as follows:

Section 1. To amend the Zoning Ordinance as follows:

Section 5-6 Gateway Districts Form Requirements to be amended to read **Section 5-6 NORTH Gateway (All Users) & South Gateway (Residential Uses) Form Requirements**

Add the following section in its entirety:

Section 5-7 South Gateway (Commercial Uses Only) Form Requirements

The reuse or redevelopment of residential structures or the construction of new residential appearing buildings for commercial uses are encouraged. This section ensures that a consistent architectural character is maintained for all new buildings. Further, as expressed by traditional architectural forms, defined building entrances, window openings, materials and heights, new structures can be designed to blend with existing homes and businesses, thereby enhancing the character of the zoning districts that serve as gateways to the CB district. The following requirements shall be required for new commercial buildings. Commercial change of use or building additions are encouraged to incorporate residential features into their development as reasonably practical with the design of the existing building. The Planning Commission shall determine if the intent of the residential character is being maintained during their review.

A. *Facades.*

1. Parallel to Street. The front building façade shall be parallel to the adjacent front street.

B. *Vernacular.* All new commercial structures shall be designed as to reflect a rustic residential character that resembles that of a modern beam or timber frame construction.

C. *Roofs.*

1. Overhangs. Roof overhangs shall have a minimum one (1) foot overhang at the eave and rake.

2. Eaves. Simple eaves and exposed rafter tails are encouraged.

D. *Windows.* Windows facing streets are subject to the following conditions:

1. Type. Windows shall be designed with large windows to emphasize the front façade and resulting in an expansive windowed first floor.

E. *Walls.*

1. Materials. Exterior walls shall be a combination of the following materials clad in wood, brick or stone, and/or other comparable materials acceptable to the Administrator to reflect the residential character described in (b) above.


F. *Accessory Structures.* If an alley exists, accessory structure overhead doors shall be oriented toward back alleys. If there is no alley, overhead doors shall not face the street.

G. *Trash Storage.* All trash storage shall be screened from view from the streets by means of fence or shrubbery that is a minimum of 4 ft in height.

H. *Parking.* Parking areas shall be located to the side or rear of the buildings and screened from view from adjacent parcels and streets.

VILLAGE COUNCIL

- I. *Loading Areas and Docks.* If an alley exists, accessory structure overhead doors shall be oriented toward back alleys. If there is no alley, overhead doors shall not face the street.

		VILLAGE OF SUTTONS BAY REPORT VSB -2021-65	
Prepared:	December 15, 2021	Pages:	1 of 1
Meeting:	December 21, 2021	Attachments:	<input checked="" type="checkbox"/>
Subject:	2022 Village Council Meeting Schedule		

PURPOSE

This report requests approval and adoption of the 2022 Village Council meeting schedule.

COMMENTS

As you are aware, the Village Council is required to adopt and post their annual meeting schedule at the beginning of each year. Please see the attached 2022 meeting schedule for your review and approval. The 2022 VC meeting schedule follows the same format as previous years with:

Village Council: Meetings being held on the **3rd Monday** of the month at 5:30, apart from January and February being held one day later due to holidays.

Committee of the Whole: Meetings will be held 4-times a year on the 1st Tuesday* at 8:10 am.

Utility / Marina Committee: Meetings held the 1st Monday at 8:10 am

General Service Committee: Meetings held the 1st Tuesday at 8:10 am

Administration/Personnel Committee: Meetings held the 1st Wednesday at 8:10 am

Please note that similar to past years, we have eliminated the July committee meetings.

ACTION REQUESTED

MOTION THAT the meeting schedule as attached to Report VSB-2021-65 and being made a part of this motion be adopted.

2022 MEETING SCHEDULE

FOR THE

VILLAGE OF SUTTONS BAY

PLANNING COMMISSION	
January	12 5:00 P.M.
February	9 5:00 P.M.
March	9 5:00 P.M.
April	13 5:00 P.M.
May	11 5:00 P.M.
June	8 5:00 P.M.
July	13 5:00 P.M.
August	10 5:00 P.M.
September	14 5:00 P.M.
October	12 5:00 P.M.
November	9 5:00 P.M.
December	14 5:00 P.M.

DDA	
January	12 9:00am
April	13 9:00am
September	14 9:00am
November	9 9:00am

Quarterly

VILLAGE COUNCIL	
January	*18 5:30 P.M.
February	*22 5:30 P.M.
March	21 5:30 P.M.
April	18 5:30 P.M.
May	16 5:30 P.M.
June	20 5:30 P.M.
July	18 5:30 P.M.
August	15 5:30 P.M.
September	19 5:30 P.M.
October	17 5:30 P.M.
November	21 5:30 P.M.
December	19 5:30 P.M.

* Tuesday following Holiday

ZBA	
January	19 5:30 P.M.
February	16 5:30 P.M.
March	16 5:30 P.M.
April	20 5:30 P.M.
May	18 5:30 P.M.
June	15 5:30 P.M.
July	20 5:30 P.M.
August	17 5:30 P.M.
September	21 5:30 P.M.
October	19 5:30 P.M.
November	16 5:30 P.M.
December	21 5:30 P.M.

UTILITY / MARINA	
Monday	
January	3 8:10 a.m.
March	7 8:10 a.m.
April	4
June	6 8:10 a.m.
August	1 8:10 a.m.
October	3 8:10 a.m.
November	7 8:10 a.m.

GENERAL SERVICE COMMITTEE	
Tuesdays	
January	4 8:10 a.m.
March	8 8:10 a.m.
April	5
June	7 8:10 a.m.
August	2 8:10 a.m.
October	4 8:10 a.m.
November	8 8:10 a.m.

ADMIN / PERSONNEL	
Wednesdays	
January	5 8:10 a.m.
March	9 8:10 a.m.
April	6 8:10 a.m.
June	8 8:10 a.m.
August	3 8:10 a.m.
October	5 8:10 a.m.
November	9 8:10 a.m.

COMMITTEE OF THE WHOLE- Tuesday	
February	1 8:10 a.m.
May	3 8:10 a.m.
September	6 8:10 a.m.
December	6 8:10 a.m.

RESOLUTION OF APPRECIATION TO BY THE BAY GARDEN CLUB

Whereas, By the Bay Garden Club has again dedicated their time and expertise to landscaping and beautification on the Village streets and sidewalks and in the parks within the Village of Suttons Bay, and

Whereas, it is the desire of the Village Council to extend heartfelt thanks to By the Bay Garden Club for their donation of time, plants, flowers and expertise to the landscaping and beautification of the Village of Suttons Bay,

Now, Therefore, Be it resolved that the Village Council on behalf of the citizens of Suttons Bay does hereby express its sincere gratitude and appreciation to By the Bay Garden Club for volunteering their time and knowledge in planting and caring for the flowers in the planters in the Village throughout the seasons. You all continue to amaze us!

Moved by:

Supported by:

All those in Favor:

I hereby certify that the foregoing resolution was adopted by the Village Council for the Village of Suttons Bay on December 20, 2021.

Shar Fay, Village Clerk



RESOLUTION OF APPRECIATION TO JUDY TUCKER

*WHEREAS, The Village of Suttons Bay graciously received a gift of art from Judy Tucker of St. Johns, Michigan, and
WHEREAS, the watercolor art created by a local artist depicts the historic Depot building and train tracks, and
WHEREAS the print was found, purchased and graciously hand delivered for current and future residents and visitors to enjoy and
learn from ,
Now, Therefore, Be it resolved that the Village Council on behalf of the citizens of Suttons Bay does hereby express its sincere
gratitude and appreciation to Judy Tucker for such a wonderful and thoughtful gift of Art.*

Moved by:

Supported by:

All those in Favor:

*I hereby certify that the foregoing resolution was adopted by the Village Council for the Village of Suttons Bay on
December 20, 2021.*

Shar Fay, Village Clerk

