



VILLAGE OF SUTTONS BAY
Village Council Regular Meeting
420 N. Front Street, Suttons Bay, MI 49682
February 20, 2024 5:30 p.m.

Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
 - a. Approval of Minutes-December 5, 2023
 - b. Payment of Invoices
 - c. Planning Commission Annual report
 - d. Lou Bufka-Certification
4. Agenda Approval
5. Public Comment / Communication (please limit to no more than three (3) minutes)
6. Unfinished Business
7. New Business
 - a. VSB-2024-09 Marina Slip Request
 - b. VSB-2024-06 Stratton Way Petition
 - c. VSB-2024-08 Proposed Zoning Ordinance Amendments
 - d. VSB-2024-07 Marina Master Plan-Set for Public Hearing
 - e. VSB-2024-10 Manager Report
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 ST
 SUTTONS BAY, MI 49682
 VILAGE COUNCIL SPECIAL MEETING
 MINUTES OF DECEMBER 5, 2023

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

Present: Bahle, Case, Christensen, Lutke, Smith, Suppes and Yoder
 Staff present: Aylsworth, DeVol, Fay, Larrea and Miller

Consent agenda approval

Bahle moved, Case seconded, CARRIED, to approve the Consent agenda as presented.
 The Village Council regular meeting minutes of November 20, 2023, are approved. The
 payment of invoices is approved. Ayes: 7, No: 0.

Agenda approval

Case moved, Smith seconded, CARRIED, to approve the agenda as presented.
 Ayes: 7, No: 0.

Public comment – Harbor Master Aylsworth stated the Marina Master Plan is moving forward
 and that an update should be available next month.

VSb 2023-68 Truth in Taxation Public Hearing

The public hearing was called to order at 8:32 a.m.

Having heard no public comment, Bahle moved, Yoder seconded, CARRIED, to close
 the public hearing. The public hearing closed at 8:33 a.m. Ayes: 7, No: 0.

Yoder moved, Case seconded, CARRIED, that the maximum millage rate allowed by
 Headlee to support the 2024 budget as provided for in Report VSB 2023-68 and being
 made a part of this motion be adopted, with an affirmative unanimous roll call vote.
 Ayes: 7, No: 0.

VSb 2023-69 FYE Budget & Schedule of Fees

Yoder moved, Case seconded, CARRIED, to adopt Resolution 8 of 2023, Fiscal year 2024
 annual Budget, approving the 2024 budget and fees to support the 2024 budget, as

described in Report VSB-2023-69 and being made a part of this motion, with an affirmative unanimous roll call vote. Ayes: 7, No: 0.

Certificate(s) of Appreciation

Case moved, Smith seconded, CARRIED, to approve Resolution of Appreciation to By the Bay Garden Club and to approve Resolution of Appreciation to Green Suttons Bay. Ayes: 7, No: 0.

2024 Meeting Dates and Times

Lutke moved, Christensen seconded, CARRIED to approve the 2024 Meeting Dates and Times, noting a change for the Village Council meeting in October correcting it from October 14th, to October 21st. The Village Council meeting dates will be the 3rd Monday of every month, with the exception of the months of January and February, which will meet on the third Tuesday of the month. The time of the meetings will be 5:30 p.m. Ayes: 7, No: 0.

Appointments – Committees, Boards and Commissions

Lutke made the following nominations to Committees, Boards and Commissions:

| | |
|-----------------------------------|--|
| Village Council President Pro-Tem | Colleen Christensen |
| Utility/Marina Committee | Debi Smith Pat Yoder Steve Lutke |
| General Services Committee | Karl Bahle Will Case Steve Lutke |
| Administration/Personnel | Roger Suppes Colleen Christensen Steve Lutke |
| Planning Commission | Roger Suppes, Village Council Ex-officio Richard Hylwa |
| Zoning Board of Appeals | Karl Bahle, Village Council Ex-officio Frank Smith, Planning Comm. Ex-officio |

Bahle moved, Case seconded, CARRIED, to approve and appoint the nominations to the respective Committees, Boards and Commissions. Ayes: 7, No: 0.

Good of the Order

Christensen thanked Treasurer DeVol for her work on the budget, and further stated the Village has the Best Harbor Master and that the DPW is amazing. She feels fortunate for the staff the Village has. Christensen remarked the Work Plan closely aligns with the budget.

Suppes concurred with Christensen's comments and further wished everyone a Merry Christmas.

Case concurred as well, and stated he is stunned with the Harbor Master, the Treasurer, and the DPW staff's performance. He believes the Village is a well-oiled machine with little discord. He asked about the progress of the indigenous memorial; Larrea stated something could be done in the spring. He asked for a discussion/review on Water Wheel Park.

Bahle thanked everyone.

Smith also thanked staff and the Village Manager.

Lutke offered to host a holiday celebration at Hop Lot this month or next.

Work plan

Larrea stated the emergency sewer project on Front Street is still ongoing, but that the repair should help to decrease the flow. He stated that with respect to water projects, on St. Mary's, sections of the water line will be replaced. The Village did not qualify for grants or loans for water line replacements.

The meeting adjourned at 8:48 a.m.

Meeting minutes submitted by Shar Fay, Clerk.

| Check Date | Check | Vendor Name | Description | Amount |
|-------------------------------|-----------|--------------------------------|--|----------|
| Bank GEN FIFTH THIRD CHECKING | | | | |
| 11/29/2023 | 46894 | BRAMER AUTO SUPPLY | CUST # 8571 FLEX GLOVES | 0.00 V |
| 11/29/2023 | 46895 | ART'S AUTO AND TRUCK PARTS INC | CUST #20090 BATTERY | 308.56 |
| 11/29/2023 | 46896 | BECKETT & RAEDER | PROFESSIONAL PLANNING SERVICE | 612.15 |
| 11/29/2023 | 46897 | BUNEKS HARDWARE | BAYVIEW HEATERS COLLECTIONS SYSTEM | 32.66 |
| 11/29/2023 | 46898 | METCALF, JASON | UB refund for account: RICH-000947-0000- | 369.10 |
| 11/29/2023 | 46899 | MR CLEAN | PROFESS CLEANING SERVICE OCT 2023 | 340.00 |
| 11/29/2023 | 46900 | INTEGRITY BUSINESS SOLUTIONS | TISSUE/INK REFILL/FOLDERS | 37.97 |
| 11/29/2023 | 46901 | PRIORITY HEALTH | GROUP 784340 DECEMBER 2023 PREMIUM | 9,116.83 |
| 11/29/2023 | 46902 | PURE WATER WORKS | 5 GAL/BOTTLES/DEPOSIT | 58.50 |
| 11/29/2023 | 46903 | SECURITY SANITATION, INC | BAHLE PORTA JOHN RENTAL OCT 2023 | 220.00 |
| 11/29/2023 | 46904 | STANDARD INSURANCE COMPANY | 642946 0117 DECEMBER 2023 PREMIUM | 502.67 |
| 11/29/2023 | 46905 | VEGA AMERICAS, INC | VEGAPULS C 21 | 1,284.85 |
| 11/29/2023 | 46906 | BRAMER AUTO SUPPLY | CUST # 8571 FLEX GLOVES | 75.97 |
| 11/30/2023 | 19040 (E) | ADOBE | SOFTWARE UPDATE NOVEMBER 2023 | 21.19 |
| 11/30/2023 | 19041 (E) | AMAZON | ADDING MACHINE TAPE | 9.10 |
| 11/30/2023 | 19042 (E) | FIFTH THIRD BANK | BANK FEES NOVEMBER 2023 | 166.32 |
| 11/30/2023 | 46907 | LEELANAU COUNTY EQUALIZATION | 36 X 60 MDOT MAP M-22 BEACH STREET | 50.00 |
| 12/04/2023 | 19051 (E) | STATE OF MICHIGAN - TREASURY | SALES TAX - MARINA FUEL- OCT PD DEC | 137.44 |
| 12/06/2023 | 19043 (E) | CONSUMERS ENERGY | MULTIPLE ACCOUNTS DEC 2023 | 3,587.61 |
| 12/06/2023 | 19044 (E) | CHERRYLAND ELECTRIC | ACCT# 8364410 DEC 2023 | 192.76 |
| 12/06/2023 | 19045 (E) | AT&T MOBILITY | CELL PHONE-MULTIPLE ACCTS NOVEMBER 2023 | 502.11 |
| 12/06/2023 | 19046 (E) | BRIGHTSPEED | TELEPHONE SERVICE-WWTP NOVEMBER 2023 | 208.02 |
| 12/06/2023 | 19047 (E) | BRIGHTSPEED | TELEPHONE SERVICE-MULTIPLE NOV 2023 | 673.27 |
| 12/06/2023 | 19048 (E) | GFL ENVIRONMENTAL | ACCT# 002105664 1520 RICHTER ROAD | 319.47 |
| 12/06/2023 | 19049 (E) | PITNEY BOWES | ACCT# 0016108757 4TH QUARTER LEASE AGREE | 140.10 |
| 12/06/2023 | 19050 (E) | PITNEY BOWES - PURCHASE POWER | ACCT# 8000909002229933 POSTAGE | 200.00 |
| 12/08/2023 | 46908 | ART'S AUTO AND TRUCK PARTS INC | CUST#20090 BRAKE CLEANER ROLLER BEARINGS | 178.72 |
| 12/08/2023 | 46909 | LEELANAU ENTERPRISE | LEGAL AD | 508.40 |
| 12/08/2023 | 46910 | BADGER METER INC | 7200 UNITS THROUGH OCTOBER 31, 2024 | 864.00 |
| 12/08/2023 | 46911 | DANBROOK ADAMS RAYMOND | LEGAL MATTERS-PERSONNEL POLICY | 650.00 |
| 12/08/2023 | 46912 | FLEIS& VANDENBRINK ENGINEERING | PROJ# 860830 HARBOR HEIGHTS ESCROW | 876.98 |
| 12/08/2023 | 46913 | GOOD NATURE GARDENS, INC | NOV 2023 GARDEN MAINTENANCE | 225.00 |
| 12/08/2023 | 46914 | PURE WATER WORKS | WATER/BOTTLE/ DELIVERY | 16.00 |
| 12/08/2023 | 46915 | LEELANAU CTY ROAD COMMISSION | FUEL CHARGES NOV 2023 | 1,466.06 |
| 12/08/2023 | 46916 | SUTTONS BAY PUBLIC SCHOOLS | 97 FORD POWER STEERING-MARINA | 436.16 |
| 12/08/2023 | 46917 | SECURITY SANITATION, INC | WATERWHEEL PARK NOV 2023 | 120.00 |
| 12/08/2023 | 46918 | SOS ANALYTICAL | LAB ANALYSIS NOVEMBER 2023 | 100.00 |
| 12/12/2023 | 46919 | HERMAN'S MOBILE SERVICE LLC | REPAIR OF FLOATING DOCKS | 1,087.60 |
| 12/20/2023 | 19052 (E) | DTE ENERGY | MULTIPLE ACCOUNTS DEC 2023 | 1,203.89 |
| 12/20/2023 | 19053 (E) | CHARTER COMMUNICATIONS | ACCT#005326901 326 FRONT NOV 2023 | 137.98 |
| 12/20/2023 | 19054 (E) | FIFTH THIRD BANK | BANK FEES DEC 2023 | 137.43 |
| 12/20/2023 | 19055 (E) | GFL ENVIRONMENTAL | ACCT#002105664 1520 RICHTER ROAD | 319.47 |
| 12/20/2023 | 19056 (E) | CHARTER COMMUNICATIONS-NATL | ACCT# 103479401 MONTH 2023 | 127.97 |
| 12/20/2023 | 19057 (E) | UPS | MAIL SAMPLES VIA UPS | 109.84 |
| 12/20/2023 | 19058 (E) | WELLS FARGO FINANCIAL LEASING | ACCT# 603-02144390000 NOV 2023 | 72.92 |
| 12/20/2023 | 46920 | BRAMER AUTO SUPPLY | DPW SUPPLIES | 9.96 |
| 12/20/2023 | 46921 | DC COLLECTIVE GROCER | OFFICE SUPPLIES | 16.48 |
| 12/20/2023 | 46922 | NORTHERN BUILDING SUPPLY, LLC | MULTIPLE INVOICES NOV 2023 | 109.36 |
| 12/20/2023 | 46923 | AIRGAS USA, LLC | RENTAL CHG NOV 2023 | 43.46 |
| 12/20/2023 | 46924 | KARL BAHLE | 2023 VILLAGE COUNCIL & ZONING BOARD OF A | 755.00 |
| 12/20/2023 | 46925 | BUNEKS HARDWARE | HARDWARE SUPPLIES | 45.05 |
| 12/20/2023 | 46926 | WILL CASE | 2023 VILLAGE COUNCIL | 595.00 |
| 12/20/2023 | 46927 | COLLEEN CHRISTENSEN | 2023 VILLAGE COUNCIL | 595.00 |
| 12/20/2023 | 46928 | CUMMINS BRIDGEWAY, LLC | ANNUAL MAINTENANCE BAYVIEW SEWER | 728.15 |
| 12/20/2023 | 46929 | DAVID MILLER | REIMBURSE WATER LICENSE RENEWAL | 186.00 |
| 12/20/2023 | 46930 | DEBRA SMITH | 2023 VILLAGE COUNCIL | 595.00 |
| 12/20/2023 | 46931 | GAIL HETLER | 8 PC METINGS 2023 | 320.00 |

| Check Date | Check | Vendor Name | Description | Amount |
|------------|-----------|--------------------------------|--|-----------|
| 12/20/2023 | 46932 | RICHARD HYLWA | 10 PC MEETINGS 2023 | 400.00 |
| 12/20/2023 | 46933 | JARED PONTIUS | 12 PC MEETINGS | 480.00 |
| 12/20/2023 | 46934 | KAREN HASSEVOORT | 2023 ZONING BOARD OF APPEALS--4 MEETINGS | 160.00 |
| 12/20/2023 | 46935 | ROBERTO LARREA | MILEAGE APRIL-DECEMBER 2023 | 145.41 |
| 12/20/2023 | 46936 | STEVE LUTKE | 2023 VILLAGE COUNCIL | 595.00 |
| 12/20/2023 | 46937 | MERIT LABORATORIES | LAB ANALYSIS PFAS | 704.00 |
| 12/20/2023 | 46938 | MI WATER ENVIRONMENT ASSOC | 2024 WASTEWATER ADMINISTRATOR CONFERENCE | 365.00 |
| 12/20/2023 | 46939 | PETER OSTROWSKI | 5 PC MEETINGS 2023 | 200.00 |
| 12/20/2023 | 46940 | PATRICK YODER | 2023 VILLAGE COUNCIL | 595.00 |
| 12/20/2023 | 46941 | INTEGRITY BUSINESS SOLUTIONS | CUST# 957380 THERML 3 MIL | 25.09 |
| 12/20/2023 | 46942 | WILLIAM PERKINS | ZONING BOARD OF APPEALS-4 MEEETINGS | 160.00 |
| 12/20/2023 | 46943 | DOROTHY PETROSKEY | OFFICE SUPPLIES | 107.90 |
| 12/20/2023 | 46944 | PIONEER DIESEL SERVICE, INC | 2005 INTERNATIONAL MAINTENANCE | 1,150.38 |
| 12/20/2023 | 46945 | DONNA POPKE | ZONING BOARD OF APPEALS-3 MEETINGS | 120.00 |
| 12/20/2023 | 46946 | PURE WATER WORKS | C/C COOLER DEC 2023 | 8.50 |
| 12/20/2023 | 46947 | SECURITY SANITATION, INC | PORT JOHN RENTAL MARINA DEC 2023 | 220.00 |
| 12/20/2023 | 46948 | FRANK SMITH | 11 PC MEETINGS & 3 ZBA MEETINGS 2023 | 560.00 |
| 12/20/2023 | 46949 | SONDEE, RACINE & DOREN | PROFESSIONAL SERVICES NOV 2023 | 90.00 |
| 12/20/2023 | 46950 | STANDARD ELECTRIC COMPANY | ATS SWITCH DPW GENERATORS | 1,848.20 |
| 12/20/2023 | 46951 | STEVE FERINGA | 12 PC MEETINGS 2023 | 480.00 |
| 12/20/2023 | 46952 | ROGER H SUPPES | VC MEETINGS & 12 PC MEETINGS 2023 | 1,075.00 |
| 12/27/2023 | 19059 (E) | ADOBE | MNGR SOFTWARE DEC 2023 | 21.19 |
| 12/27/2023 | 46953 | ABONMARCHE CONSULTANTS, INC | PROJ# 23-1068 MARINA MASTER PLAN UPDATE | 4,293.75 |
| 12/27/2023 | 46954 | CUMMINS BRIDGEWAY, LLC | ANNUAL GENERATOR MAINTENANCE-WELL HOUSE | 2,701.63 |
| 12/27/2023 | 46955 | LIBBY TURNER | REFUND OVERPAYMENT-WAITING LIST | 25.00 |
| 12/27/2023 | 46956 | MICHIGAN MUNICIPAL LEAGUE | UIA EMPLOYER NO. 801-119 3RD QUARTER | 4.30 |
| 12/27/2023 | 46957 | PEERLESS MIDWEST INC. | ANNUAL WELL & PUMP MAINTENANCE | 1,260.00 |
| 12/27/2023 | 46958 | PURE WATER WORKS | WATER DELIVERY/DEPOSIT | 25.00 |
| 12/29/2023 | 19060 (E) | CHARTER COMMUNICATIONS | ACCT# 005327201 420 FRONT | 157.97 |
| 12/29/2023 | 19061 (E) | CHARTER COMMUNICATIONS | ACCT#005327301 665 FRONT | 119.88 |
| 12/29/2023 | 19062 (E) | MICHIGAN RETAILERS SERVICES | ID# 46597-001 JAN PREMIUM 2024 | 0.00 |
| 12/29/2023 | 19063 (E) | MICHIGAN RETAILERS SERVICES | ID# 46597-001 JAN 2024 | 555.32 |
| 12/29/2023 | 19064 (E) | STATE OF MICHIGAN - TREASURY | SALES TAX ICE SALES | 58.41 |
| 12/31/2023 | 46959 | GRAINGER | CUST#871012852 BATTERY | 66.75 |
| 12/31/2023 | 46960 | LEELANAU ENTERPRISE | CUST# 2074 SYNOPSIS | 124.60 |
| 12/31/2023 | 46961 | MML WORKERS COMEPENSATION FUND | PAYROLL AUDIT 2022-2023 | 2,844.00 |
| 12/31/2023 | 46962 | MIKE BRIGHT | BAHLE WARMING HUT REFUND DEPOSIT | 100.00 |
| 01/04/2024 | 46963 | BADGER METER INC | 12 UNITS @ 25 JAN-DEC 2024 | 300.00 |
| 01/04/2024 | 46964 | SUTTONS BAY VILLAGE HOUSE, LLC | UB refund for account: STMN-000209-0000- | 176.76 |
| 01/04/2024 | 46965 | MRWA | REGISTRATION WELLS TO PUMP D. MILLER | 175.00 |
| 01/04/2024 | 46966 | JACOBS ENGINEERING GROUP, INC | PROJ# 40472315.15 JAN 2024 | 16,249.00 |
| 01/04/2024 | 46967 | PRIORITY HEALTH | GROUP 784340 2024 JANUARY PREMIUM | 9,949.10 |
| 01/04/2024 | 46968 | STANDARD INSURANCE COMPANY | 642946 0117 JAN 2024 PREMIUM | 502.67 |
| 01/10/2024 | 19065 (E) | CONSUMERS ENERGY | MULTIPLE ACCTS JAN 2024 | 3,652.50 |
| 01/10/2024 | 19066 (E) | AT&T MOBILITY | CELL PHONE-MULTIPLE ACCTS MONTH 2023 | 253.06 |
| 01/10/2024 | 19067 (E) | CHARTER COMMUNICATIONS | 326 N FRONT STREET ACCT# 005326901 | 137.98 |
| 01/10/2024 | 19068 (E) | VISION SERVICE PLAN | ACCT#30 017164 001 JAN 2024 PREMIUM | 205.06 |
| 01/10/2024 | 46969 | BRAMER AUTO SUPPLY | CUST#8571 MOTOR POOL SUPPLIES | 16.43 |
| 01/10/2024 | 46970 | AIRGAS USA, LLC | CYLINDER RENTAL DEC 2023 | 44.39 |
| 01/10/2024 | 46971 | THE COPY SHOP | 24 X 36 COPIES S SHORE DRAINAGE | 22.00 |
| 01/10/2024 | 46972 | KENNEDY INDUSTRIES, INC | PIONEER BYPASS PUMP PACKAGE | 69,210.00 |
| 01/10/2024 | 46973 | MR CLEAN | NOV/DEC CLEANING SERVICE | 750.00 |
| 01/10/2024 | 46974 | JACOBS ENGINEERING GROUP, INC | REPAIRS NON LABOR OVERAGE | 19,136.16 |
| 01/10/2024 | 46975 | INTEGRITY BUSINESS SOLUTIONS | ACCT# 957380 OFFICE SUPPLIES | 71.60 |
| 01/10/2024 | 46976 | PURE WATER WORKS | 5 GA//WATER/DELIVERY | 24.50 |
| 01/10/2024 | 46977 | LEELANAU CTY ROAD COMMISSION | FUEL CHARGES DEC 2023 | 940.25 |
| 01/10/2024 | 46978 | SECURITY SANITATION, INC | PORTA JOHN WATERWHEEL DEC 2023 | 120.00 |
| 01/10/2024 | 46979 | SIC METER, LLC | 12 METER ENDPOINTS | 1,698.98 |
| 01/10/2024 | 46980 | SONDEE, RACINE & DOREN | DEC 2023 PROFESSIONAL LEGAL SERVICES | 234.00 |
| 01/16/2024 | 19069 (E) | CHERRYLAND ELECTRIC | ACCT# 8394410 1520 RICHTER ROAD | 199.39 |

User: LORRIE

CHECK DATE FROM 11/29/2023 - 02/16/2024

7

DB: Suttons Bay

| Check Date | Check | Vendor Name | Description | Amount |
|------------|-----------|--------------------------------|--|------------|
| 01/16/2024 | 19070 (E) | CHARTER COMMUNICATIONS | ACCT# 0008513 146 S SHORE | 202.96 |
| 01/17/2024 | 19071 (E) | AMAZON | BATHROOM FAN-BWH | 129.96 |
| 01/17/2024 | 19072 (E) | AMAZON | BATH FAN MOTOR KIT-MARINA | 26.09 |
| 01/17/2024 | 19073 (E) | FIFTH THIRD BANK | BANK FEES JANUARY 2024 | 166.47 |
| 01/17/2024 | 19074 (E) | STATE OF MI-DEAL | MIDEAL ANNUAL FEE | 180.00 |
| 01/17/2024 | 19075 (E) | PITNEY BOWES - PURCHASE POWER | CUST# 8000909002229933 JAN 2024 | 400.00 |
| 01/17/2024 | 19076 (E) | STAPLES | 2024 WALL ERASE CALENDAR | 45.49 |
| 01/17/2024 | 19077 (E) | STAPLES | WALL ERASE CALENDAR 36 X 24 | 32.96 |
| 01/17/2024 | 19078 (E) | WELLS FARGO FINANCIAL LEASING | CONT# 603-0214439-000 JAN 2024 | 72.92 |
| 01/17/2024 | 46981 | BRAMER AUTO SUPPLY | CUST# 8571 SINGLE AXLE PARTS | 120.46 |
| 01/17/2024 | 46982 | ART'S AUTO AND TRUCK PARTS INC | CUST#20090 OIL/FILTER TRUCK 369 | 173.12 |
| 01/17/2024 | 46983 | NORTHERN BUILDING SUPPLY, LLC | ACCT# NLVIL10-015 BWH SUPPLIES | 29.98 |
| 01/17/2024 | 46984 | THE COPY SHOP | 25 COPIES MASTER PLAN | 709.50 |
| 01/17/2024 | 46985 | FLEIS& VANDENBRINK ENGINEERING | SOUTH SHORE SURVEY | 3,000.00 |
| 01/17/2024 | 46986 | INTEGRITY SOFTWARE SYSTEMS | MARINA OPERATING SUPPLIES | 0.00 |
| 01/17/2024 | 46987 | LEELANAU CTY ROAD COMMISSION | 38 YDS WINTER MIX | 960.51 |
| 01/17/2024 | 46988 | SECURITY SANITATION, INC | CUST C19821 MARINA PORTA JOHN | 120.00 |
| 01/17/2024 | 46989 | INTEGRITY BUSINESS SOLUTIONS | MARINA OPERATING SUPPLIES | 44.56 |
| 01/23/2024 | 19079 (E) | LEELANAU ENTERPRISE | ANNUAL SUBSCRIPTION 2024 | 47.00 |
| 01/23/2024 | 19080 (E) | BRIGHTSPEED | TELEPHONE SERVICE-1522 RICHTER DEC 2023 | 207.07 |
| 01/23/2024 | 19081 (E) | BRIGHTSPEED | TELEPHONE SERVICE-MULTIPLE DECEMBER 2023 | 673.17 |
| 01/23/2024 | 19082 (E) | MICHIGAN RETAILERS SERVICES | ID# 46597-001 FEB 2023 | 555.32 |
| 01/23/2024 | 19083 (E) | ESRI | CONT# 4579364 ARCGIS SUBSCRIPTION 2024 | 1,650.00 |
| 01/23/2024 | 19084 (E) | CHARTER COMMUNICATIONS-NATL | ACCT# 103479401 JAN 2024 | 127.97 |
| 01/23/2024 | 19085 (E) | VISION SERVICE PLAN | ACCT# 30 017164 001 FEB 2024 | 196.48 |
| 01/24/2024 | 46990 | BRAMER AUTO SUPPLY | CUST# 8571 VEHICLE MAINTENANCE 834 | 59.46 |
| 01/24/2024 | 46991 | DC COLLECTIVE GROCER | OFFICE SUPPLIES | 26.35 |
| 01/24/2024 | 46992 | ART'S AUTO AND TRUCK PARTS INC | CUST# 20090 CIRCUIT BREAKER 1 TON | 57.18 |
| 01/24/2024 | 46993 | BECKETT & RAEDER | PROFESSIONAL SERVICES THRU NOV 2023 | 643.10 |
| 01/24/2024 | 46994 | CUMMINS BRIDGEWAY, LLC | CUST# 219913 PLANNED MAINTENANCE AO60875 | 1,120.79 |
| 01/24/2024 | 46995 | STATE OF MICHIGAN-EGLE | NPDES WWTP ANNUAL PERMIT FEE | 1,950.00 |
| 01/24/2024 | 46996 | GLOBAL INDUSTRIES | DRINKING FOUNTAIN/WATER FILLING STATION | 2,887.64 |
| 01/24/2024 | 46997 | KAL EXCAVATING CO | 2-48" MANHOLES-FRONT STREET | 19,984.00 |
| 01/24/2024 | 46998 | KDP RETIREMENT PLAN SVCS, INC | ADMINISTRATOVE REVIEW 4TH QUARTER 2023 | 270.00 |
| 01/24/2024 | 46999 | KENNEDY INDUSTRIES, INC | PORT SUTTON-SERVICE GENERATOR | 2,452.00 |
| 01/24/2024 | 47000 | LEELANAU COUNTY EQUALIZATION | 24 X 36 DDA MAPS (2) | 40.00 |
| 01/24/2024 | 47001 | MERIT LABORATORIES | ROUTINE PFAS TESTING | 1,760.00 |
| 01/24/2024 | 47002 | DEERINGS TREE SERVICE | TREE REMOVAL TRIM WATERWHEEL POCKET PARK | 4,200.00 |
| 01/24/2024 | 47003 | ERIC SEEFELD | BWH DEPOSIT REFUND | 100.00 |
| 01/24/2024 | 47004 | INTEGRITY BUSINESS SOLUTIONS | OFFCIE SUPPLIES | 25.08 |
| 01/24/2024 | 47005 | PRIORITY HEALTH | GROUP 784340 FEBRUARY 2024 PREMIUM | 9,949.10 |
| 01/24/2024 | 47006 | PURE WATER WORKS | 2-5 GAL WATER/SERVICE CHG | 25.00 |
| 01/24/2024 | 47007 | SECURITY SANITATION, INC | PORTA JOHN RENTAL BAHLE PARK | 120.00 |
| 01/24/2024 | 47008 | SOS ANALYTICAL | ROUTINE BACTI TEST | 325.00 |
| 01/24/2024 | 47009 | TRUCK & TRAILER SPECIALTIES | BOSS PLOW MAINTENANCE | 2,593.58 |
| 01/25/2024 | 47010 | INDEPENDENT BANK | TRANSFER FUNDS TO INDEPENDENT BANK | 100,000.00 |
| 01/30/2024 | 19086 (E) | DTE ENERGY | MULTIPLE ACCTS JAN 2024 | 1,542.34 |
| 01/30/2024 | 19087 (E) | ADOBE | MNGR SOFTWARE JAN 2024 | 21.19 |
| 01/30/2024 | 19088 (E) | AMAZON | ANGLE D RING BINDER | 24.99 |
| 01/30/2024 | 19089 (E) | BARN OWL TECH | RANGE CAM 4G ESSENTIALS | 521.00 |
| 01/30/2024 | 19090 (E) | SPORTSPRAY EQUIPMENT | JENN SWING ADA SEAT BLUE | 769.00 |
| 01/30/2024 | 19091 (E) | EWINRACING | ERGONOMIC CHAIR DPW OFFICE | 355.11 |
| 01/30/2024 | 47011 | DAVID MILLER | REIMBURSE CONF EXPENSE/MILEAGE | 474.95 |
| 01/31/2024 | 19092 (E) | CHARTER COMMUNICATIONS | ACCT#005327301 JAN 2024 665 N FRONT | 119.98 |
| 01/31/2024 | 19093 (E) | CHARTER COMMUNICATIONS | ACCT# 005327201 420 FRONT STREET | 157.97 |
| 01/31/2024 | 19094 (E) | CHARTER COMMUNICATIONS | ACCT# 005326901 326 FRONT STREET | 137.98 |
| 02/06/2024 | 47012 | BRAMER AUTO SUPPLY | CUST# 8571 TANDEM LED | 76.25 |
| 02/06/2024 | 47013 | DC COLLECTIVE GROCER | DPW SUPPLIES | 19.48 |
| 02/06/2024 | 47014 | COUNTY OF LEELANAU | POLICE PERSONNEL/MILEAGE OCT 2023 | 24,588.04 |
| 02/06/2024 | 47015 | FERGUSONS LAWN EQUIP. | (2) BACKPACK BLOWER/(2) TRIMMER/BLADES | 2,838.20 |

User: LORRIE

CHECK DATE FROM 11/29/2023 - 02/16/2024

8

DB: Suttons Bay


| Check Date | Check | Vendor Name | Description | Amount |
|------------|-----------|--------------------------------|--|-----------|
| 02/06/2024 | 47016 | ABONMARCHÉ CONSULTANTS, INC | PROJ# 23-1068 THRU 12/31/2023 | 2,887.50 |
| 02/06/2024 | 47017 | AIS CONSTRUCTION EQUIPMENT INC | 4WD LOADER MAINTENANCE | 2,061.91 |
| 02/06/2024 | 47018 | KENNEDY INDUSTRIES, INC | CONTROLS/TECHNICIAN SCADA SYSTEM | 22,378.53 |
| 02/06/2024 | 47019 | MISS DIG SYSTEM. INC | ANNUAL MEMBERSHIP 2024 | 1,043.11 |
| 02/06/2024 | 47020 | NORTHWOODS PRINTERS, LLC | 1000 LASER AP CHECKS | 265.45 |
| 02/06/2024 | 47021 | JACOBS ENGINEERING GROUP, INC | PROJ# 40472315.15 MARCH 2024 | 17,020.83 |
| 02/06/2024 | 47022 | LEELANAU CTY ROAD COMMISSION | JANUARY 2024 FUEL CHARGES | 2,470.56 |
| 02/06/2024 | 47023 | SECURITY SANITATION, INC | PORTA JOHN WW JAN 2024 | 120.00 |
| 02/06/2024 | 47024 | SONDEE, RACINE & DOREN | PROFESSIONAL SERVICES JAN 2024 | 1,224.00 |
| 02/06/2024 | 47025 | STANDARD INSURANCE COMPANY | 642946 0117 FEB 2024 PREMIUM | 502.67 |
| 02/06/2024 | 47026 | USABLUEBOOK | ANSI INSULATED THERMO LIME 2XL | 156.99 |
| 02/09/2024 | 19095 (E) | CONSUMERS ENERGY | MULTIPLE FEB 2024 | 4,420.46 |
| 02/09/2024 | 19096 (E) | AT&T MOBILITY | CELL PHONE-MULTIPLE ACCTS FEB 2024 | 487.59 |
| 02/09/2024 | 19097 (E) | FIRST INTERNET BANK OF INDIANA | FIFPC - SUTTONS BAY, MI 2018- 3013-39801 | 18,187.50 |
| 02/09/2024 | 19098 (E) | GFL ENVIRONMENTAL | 1520 RICHTER ROAD JAN 2024 | 319.47 |
| 02/09/2024 | 19099 (E) | MI MUNICIPAL TREASURERS ASSOC | MEMBERSHIP RENEWAL 2024 | 99.00 |
| 02/09/2024 | 19100 (E) | PITNEY BOWES - PURCHASE POWER | POSTAGE FEBRUARY 2024 | 200.00 |
| 02/14/2024 | 19101 (E) | CHERRYLAND ELECTRIC | 1520 RICHTER ROAD | 192.65 |
| 02/14/2024 | 19102 (E) | CHARTER COMMUNICATIONS | ACCT# 8284131220008513 146 S SHORE | 202.96 |
| 02/14/2024 | 19103 (E) | FIFTH THIRD BANK | BANK FEES FEBRUARY 2024 | 191.30 |
| 02/14/2024 | 19104 (E) | WELLS FARGO FINANCIAL LEASING | CONT# 6030214439000 | 72.92 |
| 02/14/2024 | 47027 | BRAMER AUTO SUPPLY | CUST# 8571 EQUIPMENT MAINTENANCE | 156.83 |
| 02/14/2024 | 47028 | NORTHERN BUILDING SUPPLY, LLC | NLVIL10-015 JANUARY INVOICES SUPPLIES | 105.75 |
| 02/14/2024 | 47029 | AIRGAS USA, LLC | ARGON CYLINDER RENTAL/HAZMAT FEE | 53.16 |
| 02/14/2024 | 47030 | BECKETT & RAEDER | PLANNING SERVICES THRU DEC 2023 | 577.50 |
| 02/14/2024 | 47031 | THE COPY SHOP | MARINA MASTER PLAN MAPS 24 X 36 | 16.50 |
| 02/14/2024 | 47032 | STATE OF MICHIGAN-EGLE | PART 41 PERMIT/HARBOR HEIGHTS | 1,000.00 |
| 02/14/2024 | 47033 | LIGHTHOUSE ELECTRICAL SERVICES | REPLACE GFCEI OUTLETS IN LIFT STATION | 369.04 |
| 02/14/2024 | 47034 | MERIT LABORATORIES | VSB MONITORING PFAS | 704.00 |
| 02/14/2024 | 47035 | MML WORKERS COMEPENSATION FUND | POLICY PREMIUM 5002750-23 INSTALL #4 | 1,238.00 |
| 02/14/2024 | 47036 | JENNIFER O'DWYER | REFUND-MAIN MARINA TO COAL DOCK | 250.00 |
| 02/14/2024 | 47037 | MISSION NORTH | DDA PLANNING CONSULTANT JANUARY | 1,500.00 |
| 02/14/2024 | 47038 | NETLINK BUSINESS SOLUTIONS | 3 MONTH MAINTENANCE2/6/24-5/6/2024 | 590.09 |
| 02/14/2024 | 47039 | INTEGRITY BUSINESS SOLUTIONS | OFFICE SUPPLIES | 53.38 |
| 02/14/2024 | 47040 | PURE WATER WORKS | C/C COOLER RENTAL | 8.50 |
| 02/14/2024 | 47041 | LEELANAU CTY ROAD COMMISSION | 36 YDS WINTER MIX | 903.11 |
| 02/14/2024 | 47042 | SECURITY SANITATION, INC | PORTA JOHN RENTAL MARINA FEB 2024 | 120.00 |
| 02/14/2024 | 47043 | SLC METER, LLC | METER FLANGES/GASKETS | 582.37 |
| 02/14/2024 | 47044 | TKS SECURITY | ONSITE MAINTENANCE-S SHORE CAMERA | 200.00 |
| 02/15/2024 | 47045 | STATE OF MICHIGAN | APP FOR DISTRIBUTION CERTIFICATION PORRI | 70.00 |
| 02/15/2024 | 47046 | STATE OF MICHIGAN | APP FOR DISTRIBUTION CERT ID#2888 | 70.00 |
| 02/15/2024 | 47047 | STATE OF MICHIGAN | APP FOR DISTRIBUTION CERT ID#23491 | 70.00 |

GEN TOTALS:

(3 Checks Voided)

Total of 216 Disbursements:

450,970.02

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|---|-----------------------|---|--------------------------|
|  | | VILLAGE OF SUTTONS BAY REPORT VSB -2023-71 | |
| Prepared: | December 31, 2023 | Pages: | 1 of 2 |
| Meeting: | January 10, 2024 | Attachments: | <input type="checkbox"/> |
| Subject: | PC 2023 Annual Report | | |

Introduction

This 2023 annual Planning Report was prepared pursuant to the requirements of Section 19(2) of the Michigan Planning Enabling Act, which states:

"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

This report is intended to serve as the Planning Commission's report to the Village Council.

Planning Consultant

The firm of Beckett & Raeder, with consultant Sara Kopriva worked with the planning commission focusing on zoning amendments with no new site plans or special use permit applications filed this year.

Zoning Administration

Twenty-Four (24) Land Use Permits were issued this year. Steve Patmore agreed to stay on as the Village Zoning Administrator and has assisted at Planning Commission and zoning board of appeals meetings.

Planning Commission

The Planning Commission meets the second Wednesday of each month and is responsible for reviewing development applications, preparing plans, and advising the Village Council on development matters and zoning amendments. This schedule will continue throughout 2024.

Village Zoning Ordinance

The Village Zoning Ordinance was adopted in 2018; however, as is customary, a number of public hearings were held for zoning amendments, some of which were adopted this year. The following Sections to the Village of Suttons Bay Zoning Ordinance were amended:

- Section 6-2 Commercial and Industrial Table of Uses to allow for small distillery, microbrewery and small winery as permitted uses.
- Article 20-Definitions Day Care Children, Family Day Care and Group Day Care as new licensing statute required.
- Section 9-2 Accessory Dwelling Unit to increase square footage up to 800 sq. feet and only one dwelling unit permitted per parcel.
- Section 4-3 Spatial Requirements, Section 5-3 Spatial Requirements, Section 20-11, Section 20-13, addressing the Lake Michigan High Water Elevation.

- Section 20-12 Accessory Dwelling Definition

The Village Council, at their January meeting, will be addressing the recommended amendments from last month's planning commission meeting regarding:

- Article 2-6 Environmental Protection, Section 2-21 Walls & Fences and 7-3 Developmental Standards (all relating to the Lake Michigan Historic High-Water Elevation and Section 4-3 Spatial Requirements Hillside Residential at their January 16, 2024 regular meeting.

Special Land Use Permits

No applications were received for a special use permit.

Conditional Rezone

The planning commission was presented with a condition rezone request and a public hearing was held in January of 2023 at the Village Council. The application for the conditional land use was denied.

Parks & Recreation Plan

The 2022-2026 5-year parks and recreation plan was filed and accepted by the Department of Natural resources in February of 2023.

Master Plan The Planning Commission worked hard this year holding extra meetings focusing on the Master Plan. The firm of Giffels and Webster guided the planning commission through the meetings. Ultimately in October of 2023, a public hearing was held and the Master Plan was approved by the planning commission. The Village Council adopted the same at their November 20, 2023 meeting. The plan has been finalized and notice of adoptions were sent out to the agencies identified in the Planning enabling Act.

Zoning Board of Appeals

The zoning board of appeals met four (4) times this year. The first meeting in February 2023 was to approve previous meeting minutes, meeting dates and times, election of officers and to re-hear a request for a variance, which was denied. An application to appeal a Zoning Administrator interpretation was filed in April of 2023. The Zoning Board of Appeals affirmed the decision of the Zoning Administrator. Following that meeting the applicant filed an appeal in Circuit Court. The Village prevailed in the lawsuit.

Two additional meetings were held, both for applications for dimensional variances for properties. One located in the New Village Residential District and the other located in the Central Residential District, both of which were granted.

Conclusion

2024 should prove to be a very busy and exciting year as we anticipate continued work on the zoning ordinance.



CERTIFIES

Louis G. Bufka

as a

WATERWORKS SYSTEM OPERATOR

Classification(s) Held:

S-4



*Having carefully considered education, professional experience, and established competence,
this Certificate is hereby granted in accordance with
the Michigan Safe Drinking Water Act, 1976 PA 399, as amended.*

23491

Operator I.D. Number


11/01/2023

Issuance Date

01/15/2027

Expiration Date

Authority: Michigan Safe Drinking Water Act, 1976 PA 399, as amended

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|  | | VILLAGE OF SUTTONS BAY REPORT VSB -2024 - 09 | |
| Prepared: | February 14, 2024 | Pages: | 1 of 1 |
| Meeting: | January 20, 2024 | Attachments: | <input checked="" type="checkbox"/> |
| Subject: | Harbormaster Support | | |

PURPOSE

To discuss the Marina Committee’s recommendation to support the Harbormaster’s decision.

OVERVIEW

A request was received from a slip holder to transfer the slip to a family member. See attached.

As stated in the correspondence, the circumstances surrounding the request are quite tragic and emotional, which made the Harbormaster’s decision even more difficult. We are now before the Village Council, upon request, to look beyond our procedure and our Harbormaster’s decision and allow his request.

It is common for individuals to become accustomed to receiving annual licenses for slips, in this case it spans decades and has become a part of their every day life. However, unlike a private marina, that are now selling slips for over \$100,000 in our area, the village’s public marina does not allow slip transfers as the licenses are assigned *each* year. Furthermore, the procedure to qualify for a slip requires that an applicant first follow the wait list process.

STAFF COMMENT

The fundamental issue with this request is that the ordinance does not authorize the Village Manager, Harbormaster, or Village Council the ability to circumvent the ordinance process to allow someone who has not been on the wait list to skip the line. *The wait list is the first step to qualifying for a license.* If the Village Council would like to allow individuals to transfer a license or skip the waitlist procedure, then that will require a more in-depth conversation followed by an amendment to the ordinance.

The Harbormaster has been entrusted in interpreting and administering the Ordinance with fairness and integrity as she has done in this case. The decision does not change the individual’s status, the longtime slip holder will be given the opportunity to continue to lease the slip as he has for decades, he just cannot transfer a license.

ACTION REQUESTED

A MOTION THAT: the Council support the decision of the Harbormaster, as it relates to the administration and interpretation of the marina ordinance and associated procedure.

manager@suttonsbayvillage.org

From: sbmarina@suttonsbayvillage.org
Sent: Friday, October 13, 2023 9:46 AM
To: manager@suttonsbayvillage.org; Shar Fay
Subject: FW: Boat Slip #75

-----Original Message-----

From: Karl Lundquist <karllund1@icloud.com>
Sent: Thursday, October 12, 2023 1:06 PM
To: Alysworth Edie <sbmarina@suttonsbayvillage.org>
Subject: Boat Slip #75


Hi; My name is Karl Lundquist and I am the owner of Condo #7 at the Barkentine Condos. I have been an owner for over 40 years. I have had boat slip #75 in the village marina for over 30 years. I am 84 years old. My son, Eric, has been on the marina waiting list for a long time (you can check with Edie). Earlier this season my son came up to #1 on the wait list. Since he planned to eventually take over my boat along with my daughter, we asked the marina to add him to my slip instead of getting another slip (this freed up another slip for someone else). Our request was granted earlier this season. Unfortunately, he had an unexpected heart attack and passed away on June 14th at age 60. My daughter, Alison (who would have eventually inherited my condo along with my son) would have been a part of the boat slip along with my son. I am asking if you would please allow my daughter to be substituted for my son on my slip. Under these circumstances, I feel that this is a reasonable request and ask that you please consider allowing this.

Thank you,

Karl

Sent from my iPad

Karl F. Lundquist

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|  | | VILLAGE OF SUTTONS BAY REPORT VSB -2024 - 06 | |
| Prepared: | February 13, 2024 | Pages: | 1 of 1 |
| Meeting: | February 20, 2024 | Attachments: | <input checked="" type="checkbox"/> |
| Subject: | Stratton Way Petition | | |

PURPOSE

To discuss a request for a change in traffic flow on Stratton Way.

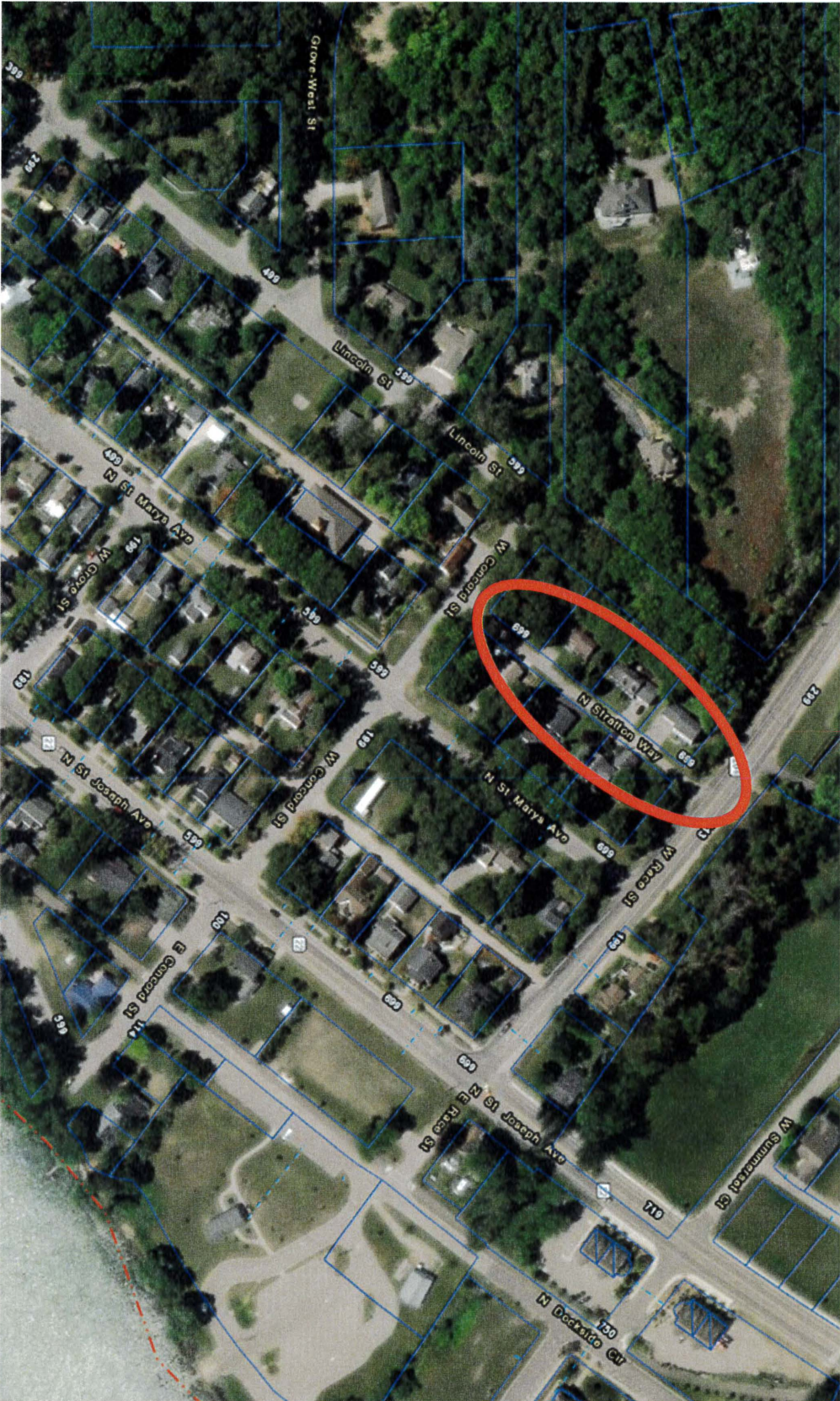
OVERVIEW

A petition request from residents of Stratton Way is attached for your information. The request for consideration is to change Stratton Way from two-way travel street to one-way. Essentially, Stratton Way *would* only permit vehicles traveling north to M-204, preventing any traffic from entering the roadway from M-204.

The focus of discussion centered on the current state of the roadway, past car crashes, and vehicular/pedestrian conflict concerns. Community Officer John Donohue was in attendance and informed the committee that there were no known instances that have occurred at Stratton Way and M-204. As you are aware, changing traffic flow, such as adding stop signs or creating one-way streets requires a study. Being that there are no known safety incidents that have occurred the study would not likely support a change. Following discussion, the committee requested this matter be forwarded to the Village Council for discussion.

CONCLUSION

The committee has elevated this request for discussion however the committee did not feel that there was any evidence that would suggest changing the roadway was warranted. Their recommendation was to leave the roadway as a two way.



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|  | | VILLAGE OF SUTTONS BAY REPORT VSB -2024 - 08 | |
| Prepared: | February 1, 2024 | Pages: | 1 of 1 |
| Meeting: | February 20, 2024 | Attachments: | <input checked="" type="checkbox"/> |
| Subject: | Zoning Ordinance Housekeeping Amendments | | |

PURPOSE

To consider the attached amendments to the Village Zoning Ordinance.

OVERVIEW

The proposed Amendments are attached along with reports from the Village Planner and minutes of the planning commission meeting of December 13, 2023. A public hearing was held and the Village Planning Commission is recommending adoption of the same.

CONCLUSION

A motion will be needed to approve the zoning ordinance amendments and adopt Ordinance No. Z-2024-01 (Amendment 12 of Ordinance 2 of 2018) as recommended by the Planning Commission.



VILLAGE OF SUTTONS BAY
 PLANNING COMMISSION
 MEETING MINUTES OF DECEMBER 13, 2023
 420 N. FRONT ST.
 SUTTONS BAY, MI 49682

The meeting was called to order at 5:00 p.m., by Chairperson Hetler.

Present: Feringa, Hetler, Hylwa, Pontius, Smith and Suppes
 Absent: Ostrowski
 Staff present: Fay

Approval of agenda

Suppes moved, Smith seconded, CARRIED, to approve the agenda as presented.
 Ayes: 6, No: 0.

Approval of minutes

Suppes moved, Hylwa seconded, CARRIED, to approve the Planning Commission meeting minutes of November 8, 2023, as presented. Ayes: 6, No: 0.

Public Hearing – Amendments for Article 2-6 Environmental Protection, Article 2-21 Walls and Fences and Article 7-3 Developmental Standards

Chairperson Hetler called the public hearing to order and having no public present for comments, the public hearing was closed.

Proposed Amendments for Michigan Historic High – Water Mark

Commissioners evaluated the proposed Zoning Ordinance amendments based on the criteria for text amendments set forth in Sec. 18-3(C) and made the following findings:

- The proposed text amendment will clarify the intent of the ordinance and help with further enforcement of the Zoning Ordinance.
- The amendment will correct an oversight of the ordinance by further defining language to help with enforcement and implementation of the Zoning Ordinance.
- The proposed text amendment is not in response to any State legislation, recent case law or opinions from the Attorney General.
- The proposed amendment would not promote compliance with changes in other County, State or Federal regulations.
- The amendment does not add a use to a district.

- The amendment does not create incompatible land uses.
- There does not appear to be any conflict with any other reports, studies, or other documents.
- The amendment is only related to definitions and clarifications. There is no impact on public facilities.
- The proposed text amendments are consistent with the Village's desire to protect the public health, safety and welfare of the community.

Suppes moved, Smith seconded, CARRIED, to recommend approval of the high-water mark amendment to Village Council. Ayes: 6, No: 0.

Public Hearing - Proposed Amendment Hillside Residential – Side setback discrepancy
Chairperson Hetler called the public hearing to order and having no public present for comments, the public hearing was closed.

Commissioners evaluated the proposed Zoning Ordinance amendments based on the criteria for text amendments set forth in Sec. 18-3(C) and made the following findings:

- The proposed text amendment will clarify the intent of the ordinance and help with further enforcement of the Zoning Ordinance.
- The amendment will correct an oversight of the ordinance by further defining language to help with enforcement and implementation of the Zoning Ordinance.
- The proposed text amendment is not in response to any State legislation, recent case law or opinions from the Attorney General.
- The proposed amendment would not promote compliance with changes in other County, State or Federal regulations.
- The amendment does not add a use to a district.
- The amendment does not create incompatible land uses.
- There does not appear to be any conflict with any other reports, studies, or other documents.
- There is no impact on public facilities.
- The proposed text amendment is consistent with the Village's desire to protect the public health, safety and welfare of the community.

Feringa moved, Suppes seconded, CARRIED, to recommend approval of the Hillside Residential side setback amendment to Village Council. Ayes: 6, No: 0.

Wetland language – continued discussion

Section 2.1 Definitions of Terms under CONTIGUOUS

3. Change “ordinary high-water mark” to “historic high-water mark as determined by the Army Corp of Engineers.”

Section 4.2 Wetlands Board – Changes acceptable.

Section 5.2 Activities Not Requiring a Permit – Change the lettering following letter H. due to letter I. being eliminated. The rest of the changes are acceptable.
Section 10.1 – Changes acceptable.

It was the consensus of Commissioners to continue a thorough discussion of the Wetlands Ordinance in January when Planner Kopriva is present for the review.

Reports

Zoning Administration Report

The ZA report was submitted by Steve Patmore and can be found in this meeting packet.

Village Council updates

Suppes reported nominations and appointments to various Committees, Boards and Commissions, noting he will continue on the Planning Commission board as Village Council ex-officio and that Richard Hylwa was reappointed to the Planning Commission.

Good of the Order

Hetler stated this is her last meeting this year; she will be returning in May of next year. Hetler is willing to continue to serve as Chairperson if the Planning Commission Board chooses. Hetler voiced her appreciation for the good work everyone has done.

Announcements

The next regular meeting will be January 10, 2024.

Adjournment

Smith moved, Suppes seconded, to adjourn the meeting. The meeting adjourned at 5:25 p.m.

Meeting minutes submitted by Shar Fay, Clerk.

VILLAGE OF SUTTONS BAY
ORDINANCE NO. Z-2024-01 (AMENDMENT 12 OF ORDINANCE 2 OF 2018)

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

NOTICE OF ADOPTION

At a regular meeting of the Village Council for the Village of Suttons Bay, Leelanau County, Michigan, held on February 20, 2024, 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:

Amend the following language:

Article 2-6 Environmental Protection

H. Waterfront Greenbelt.

1. Minimum Depth. A greenbelt a minimum of 25 feet deep will be established and maintained as a condition for new development or redevelopment taking place on waterfront parcels. This strip will be made up of a mixture of low growing shrubs and trees that are well suited for the site. This strip will be located upland from the Lake Michigan Historic High-Water Elevation *as determined by the US Army Corp of Engineers* and no lawn may be maintained between this strip and the water's edge.

Article 2-21 Walls and Fences

Section 3. Placement

- (a) No fence shall be located below the Lake Michigan Historic High-Water Elevation *as determined by the US Army Corp of Engineers.*

Article 7-3 Developmental Standards

- A. *Shoreline Yard and Setback Requirements.* Except for boat ramps, docks, harbormaster offices, and piers, all other structures shall be set back a minimum of 50 feet from the established Lake Michigan historic high-water elevation *as determined by the US Army Corp of Engineers* unless a greater setback from the shoreline is required by the *State of Michigan* or other public agency.

Article 4. Residential Districts

Table 4-3 Spatial Requirements Hillside Residential side setbacks from 40-feet to **20 feet** as identified in Figure 4-3 and update Figure 4-1 to reflect the same.

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.

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

YEAS:

NAYS:

ABSENT: ABSTAIN:

Ordinance No. Z-2024-01 declared adopted.

Date of Council Approval:

Date of Publication:

Effective Date:

Dated:

Village of Suttons Bay

By: _____
Steve Lutke, President

By: _____
Shar Fay, Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of an 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.

project memorandum

B R 
Beckett & Raeder

Landscape Architecture
Planning, Engineering &
Environmental Services

Date: 11.03.23
From: Sara Kopriva, AICP
To: Suttons Bay Planning Commission

Project: Zoning Amendment- High Water Mark Additional Changes


initiative

Recommended Motion: Motion to schedule a public hearing.

While amending the zoning ordinance to clarify the high water mark, there were sections of the ordinance that also need to be updated to be consistent throughout the text. Those sections are below and the language is being updated to be the same as the language that was passed last month for high water mark.

Amendment Below:
Proposed changes are in **bold** and highlighted in **Yellow** below.

Section 2-6 Environmental Protection

A. Waterfront Greenbelt.

1. Minimum Depth. A greenbelt a minimum of 25 feet deep will be established and maintained as a condition for new development or redevelopment taking place on waterfront parcels. This strip will be made up of a mixture of low growing shrubs and trees that are well suited for the site. This strip will be located upland from the Lake Michigan Historic High Water Elevation **(582.3' IGLD 1985)** as determined by the US Army Corp of Engineers and no lawn may be maintained between this strip and the water's edge.

Section 2-21 Walls and Fences

3. Placement.

- a. No fence shall be located below the Lake Michigan Historic High Water Elevation of **(582.3 feet IGLD 1985)**, as determined by the US Army Corp of Engineers.

Beckett & Raeder, Inc.
535 West William
Suite 101
Ann Arbor, MI 48103

734 663 2622 ph
734 663 6759 fx

www.bria2.com

Petoskey Office
113 Howard Street
Petoskey, MI 49770

231 347 2523 ph
231 347 2524 fx

Traverse City Office
148 East Front Street
Suite 207
Traverse City, MI 49684

231 933 8400 ph
231 944 1709 fx

Grand Rapids Office
5211 Cascade Road SE
Suite 300
Grand Rapids, MI 49546

616 585.1295 ph

Section 7-3 Development Standards

- B. *Shoreline Yard and Setback Requirements.* Except for boat ramps, docks, harbormaster offices, and piers, all other structures shall be set back a minimum of 50 feet from the established Lake Michigan **Historic High Water Elevation as determined by the US Army Corp of Engineers historic high water elevation (582.3 feet IGLD 1985)** unless a greater setback from the shoreline is required by the DNR/DEQ or other public agency.



initiative

Evaluation of Proposed Text Amendment

Below is an evaluation of the proposed Zoning Ordinance amendment based on the criteria for text amendments set forth in Sec. 18-3(C). (Evaluation in *italics*):

1. The proposed text amendment would clarify the intent of the ordinance.

The proposed text amendment will clarify the intent of the ordinance and help with further enforcement of the Zoning Ordinance.

2. The proposed text amendment would correct an error or oversight in the ordinance.

The amendment will correct an oversight of the ordinance by further defining language to help with enforcement and implementation of the Zoning Ordinance.

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 proposed text amendment is not in response to any State legislation, recent case law or opinions from the Attorney General.

4. The proposed text amendment would promote compliance with changes in other County, State or Federal regulations.

The proposed amendment would not promote compliance with changes in other County, State or Federal regulations.

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.

This amendment does not add a use to a district.

6. The amendment will not create incompatible land uses within a zoning district, or between adjacent districts.

The amendment does not create incompatible land uses.

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.

There does not appear to be any conflict with any other reports, studies, or other documents.

①
initiative

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

The amendment is only related to definitions and clarifications. There is no impact on public facilities.

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 text amendments are consistent with the Village's desire to protect the public health, safety and welfare of the community.

Date: 11.03.23
From: Sara Kopriva, AICP
To: Suttons Bay Planning Commission
Project: Zoning Amendment- HR Side Setback

i
initiative

Recommended Motion: Motion to schedule a public hearing.

On the Zoning Administrator’s report last month, Steve mentioned a discrepancy in the zoning ordinance for the side setback in the HR district. The text (table 4-3) and diagrams (Figure 4-1 & 4-3) have two different dimensions. It is recommended that the table in 4-3 be updated to reflect what the diagrams show which is a 20 ft side yard setback vs 40 ft side yard setback that is currently listed in Table 4-3

Amendment Below:
Proposed changes are in highlighted in **Yellow** below and **red** text.

Table 4-3 Spatial Requirements- Residential Districts

| Residential Districts | Min. Depth (ft.) | Min. Width/ Frontage | Setbacks (feet) | | | | | Height of Primary (feet) | Stories | Building Coverage | Max. Impervious Coverage |
|-----------------------|------------------|----------------------|----------------------|-------------------|----------|-------------|---------------|---|---------|---------------------------|----------------------------|
| | | | Primary Street Front | Side Street Front | Side | Rear/ Alley | Lake Michigan | | | | |
| HR | 100 | 100/20 | 40 | 40 | 40 20 | 40 | - | 30, 40 for dwellings with walk out basement | 2.5 | Lesser of 40% or 8,000 SF | Lesser of 50% or 10,000 SF |

Evaluation of Proposed Text Amendment

Below is an evaluation of the proposed Zoning Ordinance amendment based on the criteria for text amendments set forth in Sec. 18-3(C). (Evaluation in *italics*):

1. The proposed text amendment would clarify the intent of the ordinance.

The proposed text amendment will clarify the intent of the ordinance and help with further enforcement of the Zoning Ordinance.

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VILLAGE OF SUTTONS BAY
ORDINANCE NO. Z-2024-01 (AMENDMENT 12 OF ORDINANCE 2 OF 2018)

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

NOTICE OF ADOPTION

At a regular meeting of the Village Council for the Village of Suttons Bay, Leelanau County, Michigan, held on February 20, 2024, 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:

Amend the following language:

Article 2-6 Environmental Protection

H. Waterfront Greenbelt.

1. Minimum Depth A greenbelt a minimum of 25 feet deep will be established and maintained as a condition for new development or redevelopment taking place on waterfront parcels. This strip will be made up of a mixture of low growing shrubs and trees that are well suited for the site. This strip will be located upland from the Lake Michigan Historic High-Water Elevation *as determined by the US Army Corp of Engineers* and no lawn may be maintained between this strip and the water's edge.

Article 2-21 Walls and Fences

Section 3. Placement

- (a) No fence shall be located below the Lake Michigan Historic High-Water Elevation *as determined by the US Army Corp of Engineers*.

Article 7-3 Developmental Standards

- A. *Shoreline Yard and Setback Requirements*. Except for boat ramps, docks, harbormaster offices, and piers, all other structures shall be set back a minimum of 50 feet from the established Lake Michigan historic high-water elevation *as determined by the US Army Corp of Engineers* unless a greater setback from the shoreline is required by the *State of Michigan* or other public agency.

Article 4. Residential Districts

Table 4-3 Spatial Requirements Hillside Residential side setbacks from 40-feet to 20 feet as identified in Figure 4-3 and update Figure 4-1 to reflect the same.

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.

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

YEAS:

NAYS:

ABSENT: ABSTAIN:

Ordinance No. Z-2024-01 declared adopted.

Date of Council Approval:

Date of Publication:

Effective Date:

Dated:


Village of Suttons Bay

By: _____
Steve Lutke, President

By: _____
Shar Fay, Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of an 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.

| | | | |
|---|--------------------------|--|--------------------------|
|  | | VILLAGE OF SUTTONS BAY REPORT VSB -2024 - 07 | |
| Prepared: | February 13, 2024 | Pages: | 1 of 1 |
| Meeting: | February 20, 2024 | Attachments: | <input type="checkbox"/> |
| Subject: | Draft Marina Master Plan | | |

PURPOSE

To discuss the DRAFT Marina Master Plan

STAFF COMMENT

The village partnered with Abonmarche with drafting /updating the Marina Master Plan.

The plan was distributed to council members at last week’s committee meetings for discussion. This plan mostly elevated previously identified marina improvements to prepare them for upcoming grant opportunities.


The plan essentially looks at the following:

1. Completing the marina project by essentially reconfiguring/replacing the dockage from the old boat launch to the west.
2. Combining the functions of the two huts into one hut and constructing the new hut where the eastern hut (gas hut) is located.
3. Replacing/upgrading the parking lot and marina bath house.
4. Installing wave attenuators.
5. Replacing the pedestrian bridge.

ACTION REQUESTED

If the VC is satisfied with the plan the following motion for consideration would be appropriate:

MOTION THAT: A public hearing be scheduled for the regularly scheduled Village Council meeting on March 18, 2024 to take comments on the proposed 2024 Marina Master Plan.

| | | | |
|---|-------------------|---|--------------------------|
|  | | VILLAGE OF SUTTONS BAY REPORT VSB -2024-10 | |
| Prepared: | February 14, 2024 | Pages: | 1 of 1 |
| Meeting: | February 20, 2024 | Attachments: | <input type="checkbox"/> |
| Subject: | Managers Update | | |

FRONT STREET SEWER LINE

The project to line approximately 175 of the Front Street sewer line endured complications. We are in the process of negotiating a fair outcome with Monchilov however we are still working our way through this complicated process. Legal has been notified.

WATERWHEEL PARK

Due to the need for KAL Excavating to perform an emergency sewer line replacement, the waterwheel creek project was postponed until this spring. Once frost laws are lifted, we should be able to narrow down the timeframe.

MARINA MASTER PLAN

The Marina Master plan is in the review process. We have placed the plan on our website and have one printed for review at the Village Hall. The major changes include updating the "A Dock" configuration, adding additional coastal resilient language, etc. (Please see Report -2024-07)

INTERGOVERNMENTAL AGREEMENT

A draft of the Intergovernmental Agreement was provided to the Suttons Bay Township Supervisor for review and comment. I anticipate meeting in the near future to discuss the agreement and bring the new supervisor up to speed.

M-22 PEDESTRIAN CROSSING

We continue to work with MDOT in hopes of installing a safe pedestrian crossing of M-22 at Sutton Park. This crossing is crucial to our non-motorized connectivity and accessibility initiative. A report on the larger vision will be before the village council

PUBLIC PARKING

We have ordered a survey to identify the road right of way line of three municipal parking lots along our streets. These streets include Adams Street, Madison and Lincoln/Broadway. We will be signing these areas with 2-4 signs that will feature our logo and the words Public Parking. The survey is needed as to not encroach on private property. These areas will eventually be planned for improvements.

SEWER & WATER ORDINANCES

Legal has identified various past practices that require additional scrutiny. We are nearing completion on these Ordinances and anticipate a 2024 approval.

VILLAGE COUNCIL

PARKING AND VEHICLE ABANDONMENT ORDINANCE

We are in the process of finalizing a draft ordinance that will address the growing practice of leaving unattached trailers, used to transport recreational vehicles and vessels, on our roadways for the purpose of storing them. This should be available for introduction in the next 90 days or so.

MARINA ORDINANCE

A newly drafted Marina Ordinance is in the works and will be sent for legal review in the next 60 days or so.