



**VILLAGE OF SUTTONS BAY
ZONING BOARD OF APPEALS**

Wednesday April 1, 2026
Suttons Bay Village Hall
420 N. Front Street
Suttons Bay, MI 49682
4:30 p.m.

AGENDA

1. Roll Call and Notation of Quorum
2. Conflict of Interest
3. Approval of the Agenda
4. Approval of Meeting Minutes – January 14, 2026
5. Public Comment
6. Public Hearing

Variance Request:

Request from Rosemary Hollander for Dimensional Variances of 6 feet and 23 feet from the 80' minimum Lot Width requirements along First Street for a proposed property transfer between 211 W. Broadway (Parcel # 043-825-017-00) and 215 W. Broadway (Parcel# 043-825-016-00). Also, a verification and possible variance of the 4:1 maximum Depth to Width ratio for the resulting 215 W. Broadway parcel.

7. 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
ZONING BOARD OF APPEALS
MEETING MINUTES OF January 14, 2026,

The meeting was called to order at 5:30 p.m. by Chairperson Popke.

Present: Bahle, Hassevoort, Smith, Popke & Cheadle. Quorum present.

Absent:

Staff present: Petroskey and Patmore

Guests: Robert Barnes, Applicant, Inland Seas, Applicant and 12 guests

Conflict of Interest: Popke stated she volunteered for Inland Seas.

Approval of Agenda

Bahle moved, Smith seconded, CARRIED, to amend the agenda to add Election of Officers. Ayes: 5, No: 0.

Election of Officers: Bahle nominated the current slate of officers. Smith stated he would be happy to have someone else step in as Vice Chair. K. Hassevoort stated she would be happy to. Bahle moved, Smith seconded, CARRIED to elect Donna Popke as Chair, Karen Hassevoort as Vice Chair, and Gary Cheadle as Secretary. Ayes: 5 Nays: 0

Approval of Meeting minutes

Smith moved, Bahle seconded, CARRIED, to approve the ZBA meeting minutes of August 13, 2025, as presented. Ayes: 5, No: 0.

Robert-Barnes-Public Hearing-

1. Request for an interpretation of Section 2-4.D.4.b of the Village of Suttons Bay Zoning Ordinance as it applies to the allowable driveway width off the alley at 324 N. St. Mary's Street, Suttons Bay, submitted by Robert and McKenzi Barnes, Property No. 45-043-778-393-00. Depending on the outcome of the zoning ordinance interpretation on the allowable driveway width, the property owners are requesting a Variance to construct an 18' wide driveway from the alley to their garage at 324 N. St. Mary's Street, Suttons Bay, MI 49682.

Zoning Administrator Patmore stated he issued a land use permit for a detached garage/rec room with an access off the alley. The DPW Director signed the driveway permit and stated that the width of the driveway could not exceed 12' based on Section

2-4D.4.b. Administrator Patmore stated that according to the Ordinance, Rear access does not apply to the 12" requirement and issued his permit under Article 10.

The applicant stated he is asking for an interpretation as it relates to an alley access.

Patmore noted that the attorney had provided correspondence and has offered four (4) possible motions.

Chair Popke stated that it is clear that there are no standards for a driveway off the alley in the Central Residential District. Patmore stated that only front and side access is addressed. He added that the zoning ordinance is permissive and if not addressed it is not permitted. The members concluded that the Ordinance is silent as it relates to rear access in the district and the 12 feet does not apply to an alley. Members stated without knowing the intent of the drafters it appears that this is a flaw in the Ordinance.

Bahle moved, Smith seconded, CARRIED to agree with the Interpretation made by the Zoning Administrator as it relates to the rear driveway installed at 324 St Marys based on the Zoning Administrators Report, the Village Attorney Report and the application presented by the applicant. Further to ask that the planning commission review Article 2-4 D.4.b to determine if rear access driveways should be addressed. Ayes: 5 Nays: 0

2. Inland Seas Public Hearing

Request for an interpretation of the setback requirements in the Central Business District of the Village of Suttons Bay Zoning Ordinance as it applies to Dame Street and whether Dame Street should be classified as an Alley for Zoning purposes at 100 & 101 E. Dame Street, Suttons Bay, submitted by Jozwiak Consulting, on behalf of Inland Seas Education Association Property No. 45-043-767-002-20 and 043-767-002-00. Depending on the outcome of the zoning ordinance interpretation on the street classification, the property owners are requesting the following dimensional variance(s): 1) 10-foot minimum building setback along Dame Street, 2) 0-foot parking setback, and 3) Removal of the 50% building frontage requirement, 100 and 101 Dame Street, Suttons Bay, MI 49682.

Zoning Administrator Patmore stated the applicant is asking for an interpretation and possible variance request. An application was presented to the Planning Commission. It was determined they could not meet the build to/setback requirements. The applicant is asking that Dame Street be classified as an alley for zoning purposes. Patmore added that the Board was provided with a copy of the Planner's report that stated what variances would be necessary. This was listed as a condition of site plan review.

He stated that the planning commission determined it was a side street. There is a difference between a side street and an alley as they relate to setbacks.

He added if the ZBA agrees it is an alley it ends. If the ZBA believes it is a side street then a variance is necessary. Patmore believes a variance would address the concerns. Patmore agrees with the Planner interpretation based upon the definitions in the zoning ordinance..

Scott Jowziak stated that east/west streets are considered side streets. He added that Dame Street is 29.7 feet to St Joseph Street. He stated when the form-based section was written, he does not believe that Dame Street would have been part of the discussion. In addition, the slope of the street is a 11% grade. The applicant provided visuals to show what the build out would look like if it has to be built to the setback line. Patmore stated that the planning Commission was not provided a visual of the build-out.

Jowziak stated that the applicant applied for build-to/setback relief for both parcels and the applicant does not want to keep coming back for approval. Zoning as of today allows for the build out to the lot line.

Patmore stated that a rezoning to public lands would probably address the concerns as well.

Jowziak stated that Dame Street does not meet the street grade. Jowziak stated he looked into it if Dame Street is called an alley for the purpose of zoning it does not affect dollars received from Act 51. He said that this request is strictly for zoning purposes.

Donna asked about the exterior stairway. Ray Kendra stated the stairway is to connect the lower-level parking with the upper level as well as provide a handicap access.

Fred Sitkens appreciates the discussion. He feels that the intent of that section was not to have buildings up to Dame Street.

Hassevoort moved, Bahle seconded, CARRIED to classify Dame Street as an Alley under the current zoning ordinance for zoning purposes based on the following: 1.) Dame Street is less than 30 feet wide. 2) Dame street has a 11% grade. 3) Dame Street has no parking lanes or gutters, 4) Dame Street has no sidewalks, 5) Historically Dame Street has been used for ingress and egress. Ayes: 5 Nays 0.

The meeting adjourned at 6:30 p.m.

Meeting minutes submitted by Dorothy Petroskey, Village Clerk.

PUBLIC HEARING NOTICE

TO THE RESIDENTS OF THE VILLAGE OF SUTTONS BAY

Notice is hereby given that the Village of Suttons Bay Zoning Board of Appeals will be holding a public hearing regarding a variance request for properties located at 211 Broadway, Suttons Bay Michigan, 49682. Property Number 043-825-017-00 and 215 Broadway 043-825-016-00. The public hearing is scheduled for Wednesday, April 1, at 4:30 p.m., at 420 N. Front Street, Suttons Bay, MI 49682.

Appeal Request: Request from Rosemary Hollander for Dimensional Variances of 6 feet and 23 feet from the 80' minimum Lot Width requirements along First Street for a proposed property transfer between 211 W. Broadway and 215 W. Broadway. Also, a verification and possible variance of the 4:1 maximum Depth to Width ratio for the resulting 215 W. Broadway parcel.

Information regarding this request is available for public viewing at the Village Office located at 420 N. Front Street, Suttons Bay, Michigan, 49682, during regular business hours. Please send written comments to the Village of Suttons Bay, PO Box 395, Suttons Bay 49682 or suttonsbay@suttonsbayvillage.org.



Office of Planning and Zoning
 420 N Front Street
 P O Box 395
 Suttons Bay, MI 49682
 231-271-3051 or 231-392-5828
zoning@suttonsbayvillage.org

ZONING BOARD OF APPEALS APPLICATION

FEES: VARIANCE: \$500 Paid: _____ Check # _____
 NON-CONFORMING USE: \$500 Paid: _____ Check # _____

Date Rec. ____/____/____ Hearing Date ____/____/____

Above is for office use only

IMPORTANT PLEASE READ THE FOLLOWING:

1. Appeal applications must be submitted in the name of the owner of the property. The owner may be represented by another person, such as, but not limited to; a builder, potential buyer, attorney, or architect.
2. Applications must be signed by the owner. If represented by an authorized agent, he/she must sign also.
3. To process your application, a survey drawn by a professional surveyor (SEE REQUIREMENTS FOR MAKING APPLICATION), must be submitted to the Office of Planning and Zoning thirty (30) days prior to the scheduled Appeals Board meeting at which you wish to appear. The Appeals Board meets on the third Wednesday of each month.
4. The owner is bound by the commitments, concessions and agreements made by their representative/authorized agent.

Owner(s) Name: Rosemary Hollander Phone Number: (231) 645 - 4080

Address: PO Box 562, Suttons Bay, MI 49682

Email: pleasantcitypress@yahoo.com

Authorized Agent's Name: n/a

Address: _____ Phone Number: (231) _____ - _____

Email: _____

Property Identification Number (PIN): 45-043-825 - 016 - 00 + 45 - 043 - 825 - 017 - 00

Property Location (address if available): 215 W Broadway (also 211 W. Broadway)

Type of Request dimensional variance

- Variance Special Land Use Denial Temporary Use Conditional Use
 Site Plan Review Denial Non-conforming Use Special Exception
 Interpretation Other - specify _____



If this request is for an appeal from determination by the Zoning Administrator, date of denial: __/__/__

Have any previous applications regarding this property been submitted to the Board of Appeals?

Yes No If yes, what was the description of the prior request? _____

Is the subject property Unplatted Platted – If Platted, give name of Plat. _____

Describe the request being made with reasons that include the peculiar or unusual conditions which are present. Depict the hardship(s) which will result if the variance is not approved. (Please attach separate sheets if necessary):

see attached

Signature of Owner

Rosemary Hollander

Date

2 / 18 / 26

Signature of Authorized Agent _____

Date

__ / __ / __

~for office use only~

A copy of the site plan and other pertinent information was sent to the following agencies for review and comment:

Leelanau County Road Commission Leelanau County Soil/Erosion Department

Leelanau County Fire Department Township Engineer

Others _____

ACTION TAKEN: Approved Approved w/ conditions Denied

Note: APPROVALS BY THE BOARD OF APPEALS ARE VOID UNLESS THE CONSTRUCTION AUTHORIZED BY SUCH A VARIANCE HAS RECEIVED A LAND USE PERMIT WITHIN ONE YEAR.

Attachment to a Request to the Zoning Board of Appeals for a Dimensional Variance

Owner: Rose Hollander

Describe the request being made with reasons that include the peculiar or unusual conditions which are present. Depict the hardship(s) which will result if the variance is not approved.

HISTORY: In July 2025, I purchased 211 W. Broadway (parcel "A" on survey) which is adjacent to my residence at 215 W. Broadway (parcel "B" on survey.) I purchased 215 W. Broadway in 1989.

Both parcels are currently in the NVR zoning district. I own 211 W. Broadway as a member of 211 W Broadway, LLC, and I own 215 W. Broadway as the Trustee of my revocable trust.

I purchased 211 W. Broadway so that I might add land to the rear of my smaller lot (Parcel B) for gardening purposes. Shortly after purchasing Parcel A, I met with the Assessor, Christy Brow, to discuss the mechanics of transferring a portion of Parcel A to Parcel B to achieve my goal. She said a boundary line adjustment would be possible, as I owned both properties.

The surveyor created a survey showing the portion (that portion is Parcel 1 on the survey submitted to you) to be added from Parcel "A" to Parcel "B" and drafted new legal descriptions for Parcels A and B.

I submitted a boundary line adjustment application and fee to the Zoning Administrator, Village Administrator and Assessor in September 2025. After many months, they determined that a new lot line for 215 Broadway (Parcel B + Parcel 1) on First Street, when adding a portion from Parcel A to Parcel B, did not conform to the lot width required for NVR zoning.

I request a dimensional variance on the lot width of 57.89' on the First Street end to create a larger Parcel B, as well as a dimensional variance for the front lot line at 78' be accepted for 215 Broadway. I also request that the resulting dimensions for Parcel A (211 Broadway) be allowed, with 74' on the front lot line, and the resulting First Street lot line at 74' after the boundary line adjustment. The Zoning Administrator has calculated the 4:1 ratios (no lot shall be 4 times longer than its width) and said that with the variance, both lots are close enough to be in compliance. He also allowed that the Broadway front lot lines were also close enough to comply.

PER THE APPLICATION:

- a. The *unique circumstance* is the narrower rear lot line of Parcel B (215 Broadway) is already nonconforming to the current zoning even though the front lot line (78') is not

an issue (per the Zoning Administrator.) It should be noted that the overwhelming majority of parcels on this block, especially on Broadway, are 100-year-old homes that do not conform to the NVR zoning district requirements.

- b. *The need for the requested variance* is not a result of my actions but a result of a zoning designation that makes most lots on Broadway non-conforming. This creates a hardship in that the lots-of-record do not conform to zoning.
- c. *Strict compliance with the NVR lot width requirement unreasonably prevents* me from adding to my property under a boundary line adjustment which is my right as owner of both properties.
- d. *Granting the requested dimensional variances* will create a lot that is overall more consistent with the NVR's larger lot requirements.
- e. *The requested variance will not cause an adverse impact* on the surrounding property, property values or use and enjoyment of the property. It was a vacant and weed filled field; the expected low impact allowable use, a garden and meadow, will be more visually pleasing to the neighborhood.

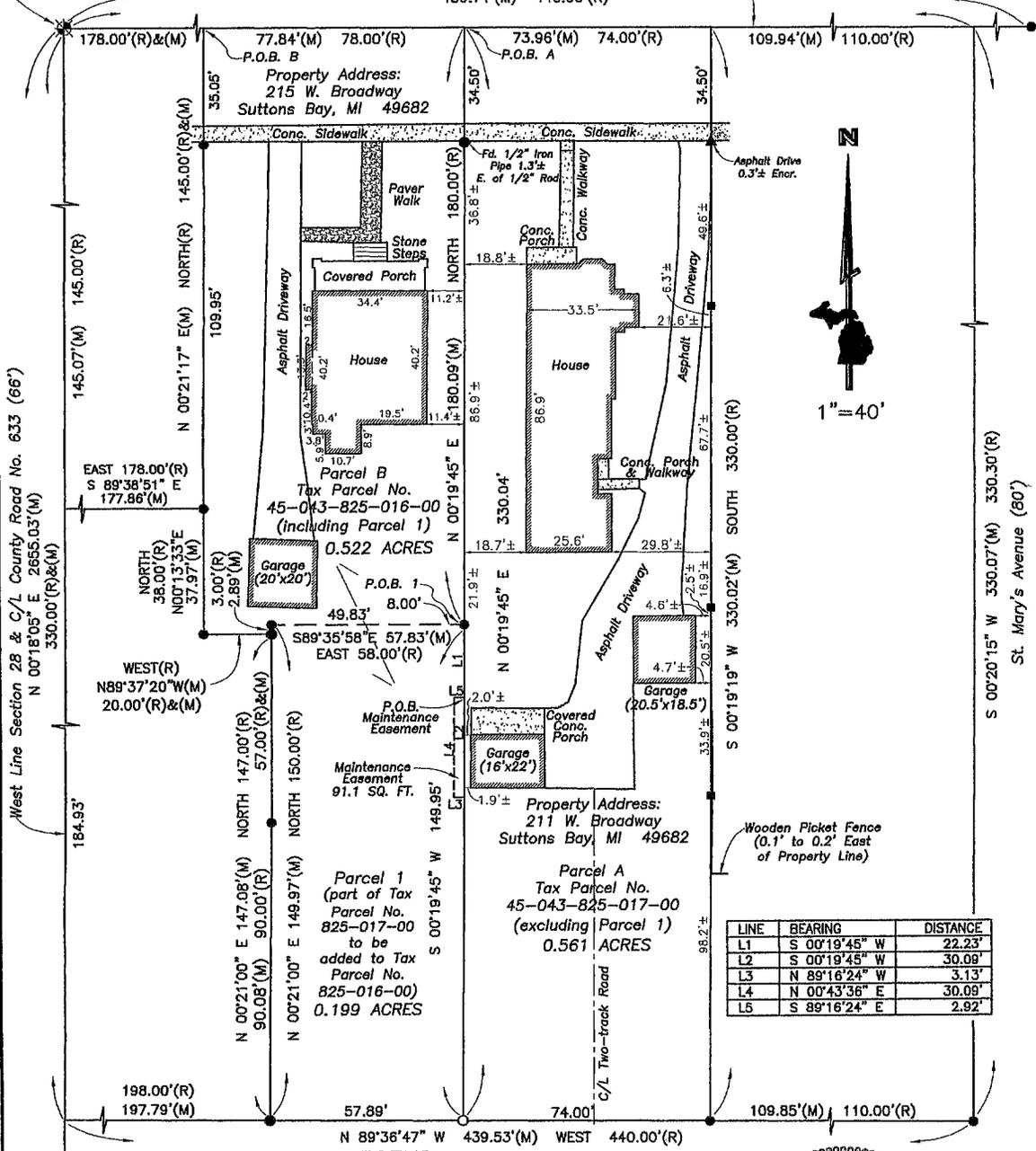
Thank you,

Rose Hollander
(231) 645-4080

CERTIFICATE OF SURVEY

West 1/4 Cor., Sec. 28
Fd. County Remon. Disk
per L.C.R.C. File No. 534
(Liber 2 of Corners, Page 231)

East-West 1/4 Line & C/L Broadway (66')
S 89°37'20" E(R)&(M) 1201.27'(M) EAST(R)
439.74'(M) 440.00'(R)



LINE	BEARING	DISTANCE
L1	S 00°19'45" W	22.23'
L2	S 00°19'45" W	30.09'
L3	N 89°16'24" W	3.13'
L4	N 00°43'36" E	30.09'
L5	S 89°16'24" E	2.92'

West Line Section 28 & C/L County Road No. 633 (66')
N 00°18'05" E 2655.03'(M)
330.00'(R)&(M)

St. Mary's Avenue (80')
S 00°20'15" W 330.07'(M) 330.30'(R)

Southwest Cor., Sec. 28
Fd. 1/2" Rerod In Concrete
per L.C.R.C. File No. 483
(Liber 2 of Corners, Page 180)

LEGEND

- ☼ = Fd. REMON. CORNER
 - = Fd. IRON STAKE
 - ▲ = Fd. MAG NAIL
 - = Fd. SPIKE & WOOD LATH
 - = SET 1/2" REROD & CAP
 - (M) = MEASURED
 - (R) = RECORD
 - P.O.B. = POINT OF BEGINNING
- Reference:
N.M. O'Non Cert. of
Survey File No.
2025034-28SB3011,
July 3, 2025.

STATE OF MICHIGAN
NICHOLAS
MICHAEL
O'NON
License No.
4001028420
NICHOLAS M. O'NON
P.S. NO. 4001028420

I, Nicholas M. O'Non, being a Licensed Professional Surveyor, hereby certify that I have surveyed and mapped the hereon described parcel(s) of land, that the relative positional precision of each corner is within the limits accepted by the practice of professional surveying, and that all the requirements of Act 132, P.A. 1970, as amended, have been complied with.

BEARING BASIS: N.M. O'Non Cert. of Survey File No. 2003108-28SB3011, Rev. November 12, 2003.

PART OF GOVERNMENT LOT 3, SECTION 28, TOWN 30 NORTH, RANGE 11 WEST, VILLAGE OF SUTTONS BAY, LEELANAU COUNTY, MICHIGAN.		NICHOLAS M. O'NON O'NON LAND SURVEYING 105 BROADWAY, P.O. BOX 277 SUTTONS BAY, MI 49682 (231) 271-3255 ononsurveying@gmail.com
CLIENT: 211 W. Broadway, LLC P.O. Box 562, Suttons Bay, MI 49682	FILE NO.: 2025045-28SB3011	DATE: July 30, 2025 REV.: September 3, 2025
		SHEET 1 OF 4

**VILLAGE OF SUTTONS BAY
ZONING BOARD OF APPEALS**

**ZONING STAFF REPORT
ON
A REQUEST FOR VARIANCE
ROSEMARY HOLLANDER
215 & 211 BROADWAY STREET, SUTTONS BAY**

**Prepared by Steve Patmore, Zoning Administrator
For Public Hearing on April 1, 2026**

I. REQUEST

Request submitted by Rosemary Hollander for a dimensional variance of the Minimum Lot Width requirements on a Through Lot in order to complete a property Transfer between two adjacent properties and a request from the Zoning Administrator and Rosemary Hollander to confirm the proposed parcel depth-to-width ratio calculations and/or consider a Variance from the 4:1 ratio.

- Parcel A: Variance of 6.00 foot from the 80 foot Lot Width Requirement on First Street.
- Parcel B: Variance of 22.11 foot from the 80 foot Lot Width Requirement on First Street.
- Parcel B: Possible variance of the 4:1 maximum depth-to-width ratio to 5.10:1 as measured from the First Street frontage. (Parcel meets the 4:1 ratio as measured from Broadway St.)

II. BACKGROUND

- In 2025, Rosemary Hollander submitted an Application for a Property Transfer from Property No. 45-043-825-017-00 (211 W. Broadway St.) to Property No. 45-043-825-017-00 (215 W. Broadway St.) (See Attachments A and B)
- Property Transfers are reviewed by a Village Land Division Committee consisting of the Assessor, Zoning Administrator, and Planner.
- The Committee identified three issues that need to be addressed:
 1. Side Setback from the garage on Parcel A. (can be easily resolved on a revised survey)
 2. For Through Lots, the minimum Lot Width is required on both streets.
 3. The maximum 4:1 depth to width ratio may be exceeded.
- The Zoning Administrator analyzed these issues (see Attachment C) and found:
 1. The garage setback can be changed on a revised survey to comply.
 2. Since the Zoning Ordinance does not specifically state whether a Through Lot is required to have the minimum frontage on both streets, it is reasonable to infer that it is required.
 3. Revised Parcel A would meet the 4:1 ratio.
Revised Parcel B meets the 4:1 ratio as measured using the Broadway Lot Width.
Revised Parcel B would be 5.10:1 using the First Street width.
(The ratio using the average between the two Lot Widths is 4.35:1)
- In order to complete the Property Transfer a Dimensional Variance is needed.

III. GENERAL FACTS

- Both properties (211 and 215 W. Broadway) are located within the Newer Village Residential Zoning District, and border the Central Residential Zoning District.
- 211 W. Broadway is currently a “Through Lot” in that it has frontage on Broadway and First Street.
- Both Parcels currently have their primary access on Broadway Street.
- Both properties are currently legal non-conforming properties, as neither currently has the required 80’ Lot Width on Broadway Street.
- Both properties were created prior to the current zoning ordinance.
- The proposed Property Transfer would make both parcels Through Lots.
- The proposed Property Transfer does not impact the current Lot Width on Broadway St. for either parcel.
- The Lot Width is defined as the width at the Front Setback line

IV. PROCESS

The Zoning Board of Appeals has the authority to interpret the provisions of the Zoning Ordinance, and approve specific dimensional variances from the requirements of the zoning ordinance if it finds, based upon competent material and substantial evidence following a public hearing, that all of the applicable standards of Section 17.6 have been met.

A request for a dimensional variance may be made by the owner of the property on which the variance would apply, or by a person authorized in writing by the owner to request the variance.

This Public Hearing has been noticed for the April 1, 2026 ZBA meeting.

V. DIMENSIONAL VARIANCE REQUEST:

Is a dimensional variance needed on Parcel B for the 4:1 ratio? or is the 4:1 ratio calculation using the Broadway frontage adequate?

SECTION 17-6.A.1. Standards for Dimensional Variances

To obtain a variance from the dimensional requirements of this ordinance (area, setback, frontage, height, bulk, density or other dimensional requirements) the applicant must demonstrate that a practical difficulty exists by showing all of the following:

Staff Note: All of these standards must be met in order to grant the variance. The ZBA can establish reasonable conditions and/or grant a lesser variance in order to meet these standards.

- a. The need for the requested variance is due to unique circumstances or physical conditions of the property involved, such as narrowness, shallowness, shape, water, or topography and not due to applicant’s personal or economic hardship.
 - *The existing parcels were created prior to the current zoning ordinance, and are existing, legal, non-conforming parcels.*
 - *The need for the variance is not due to economic conditions.*

The VSBZBA finds that the Application (meets/does not meet) this standard.

- b. That the need for the requested variance is not the result of actions of the property owner.
- *The property owner is attempting to create parcels that better meet the zoning ordinance by eliminating the existing "L" shaped lot.*
 - *The lots were created prior to the existing zoning ordinance, so the need for a variance is not the result of actions by the current or former property owners.*

The VSBZBA finds that the Application (meets/does not meet) this standard

- c. That strict compliance with regulations governing area, setback, frontage, height, bulk, density, or other dimensional requirements will unreasonably prevent the property owner from using the property for a permitted purpose, or will render conformity with those regulations unnecessarily burdensome.
- *The Applicants are proposing to make the existing lot configuration better align with other lots in the neighborhood. Strict compliance would prevent this.*
 - *The ZBA could find that the proposed configuration better serves the community.*

The VSBZBA finds that the Application (meets/does not meet) this standard.

- d. Whether granting the requested variance would do substantial justice to the applicant as well as to other property owners in the district, or whether granting a lesser variance than requested would give substantial relief to the property owner and be more consistent with justice to the other property owners.
- *The proposed lot configuration would align better with the neighborhood, and would give Parcel B additional backyard space.*
 - *As of March 27, 2026, the Village has not received any written public comment on this request.*

The VSBZBA finds that the Application (meets/does not meet) this standard.

- e. That the requested variance will not cause adverse impact on surrounding property, property values, or the use and enjoyment of property in the neighborhood or zoning district.
- *There has been no evidence submitted to imply that granting this request would cause any adverse effect to property in the neighborhood.*
 -

The VSBZBA finds that the Application (meets/does not meet) this standard.

VI. POSSIBLE ACTION ON DIMENSIONAL VARIANCE:

Motion to approve Findings of Fact on Standards for Dimensional Variances (as amended?)

Motion to (approve / approve with conditions / deny) the Application submitted by Rosemary Hollander for Dimensional Variances as follows:

- *Variance from the minimum Lot Width requirement on First Street from 80' to 74.00' for Parcel A.*
- *Variance from the minimum Lot Width requirement on First Street from 80' to 57.89' for Parcel B.*
- *4:1 ratio if applicable*

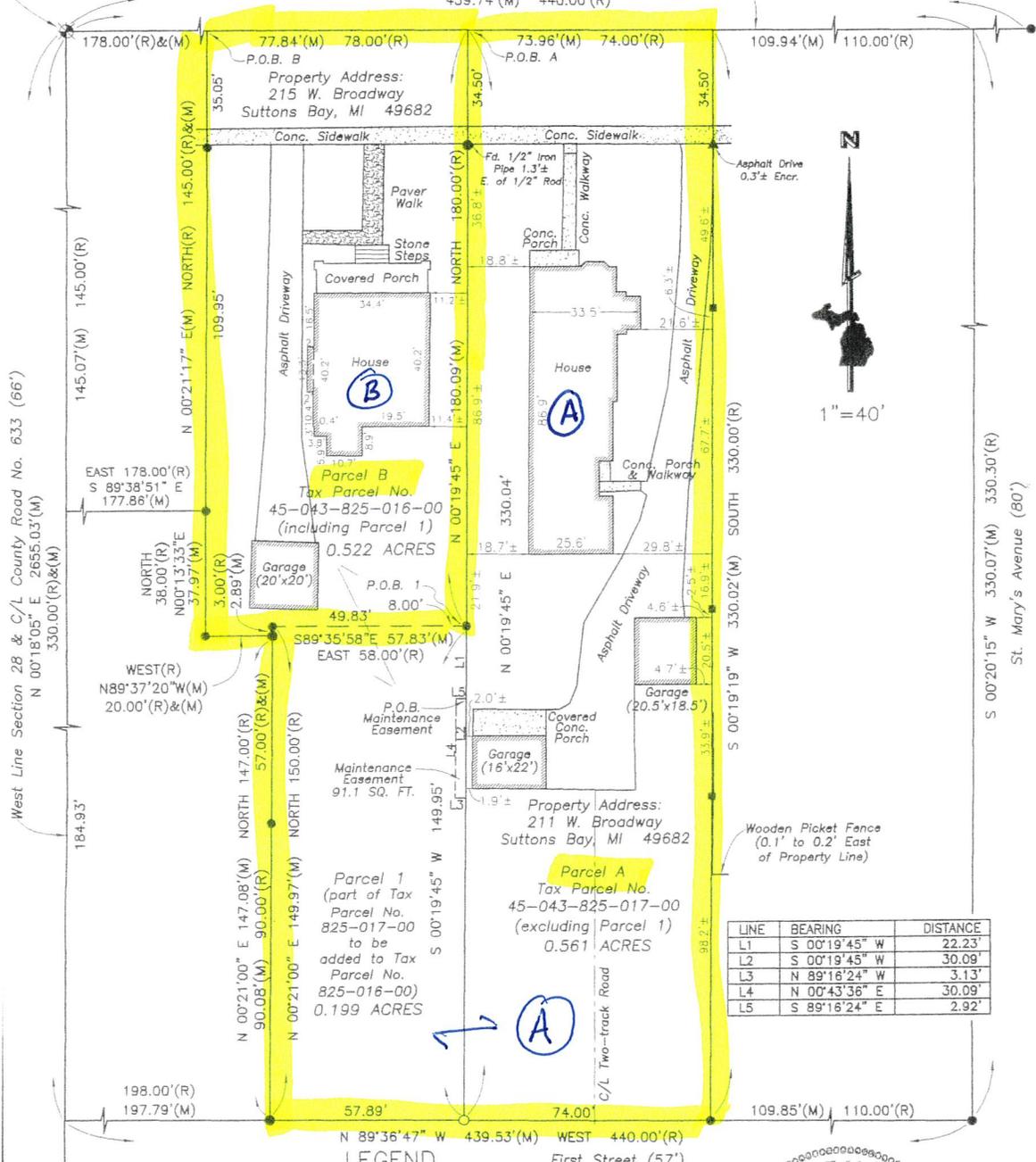
Subject to the following conditions: (if applicable)

- *Parcel 1 shown on the Certificate of Survey is part of Parcel B and is not approved as a separate lot of record due to the Lot Width, unless future zoning ordinance amendments would allow this Lot Width.*

CERTIFICATE OF SURVEY

West 1/4 Cor., Sec. 28
Fd. County Remon. Disk
per L.C.R.C. File No. 534
(Liber 2 of Corners, Page 231)

East-West 1/4 Line & C/L Broadway (66')
S 89°37'20" E(R)&(M) 1201.27'(M) EAST(R)
439.74'(M) 440.00'(R)



EXISTING LOTS

LINE	BEARING	DISTANCE
L1	S 00°19'45" W	22.23'
L2	S 00°19'45" W	30.09'
L3	N 89°16'24" W	3.13'
L4	N 00°43'36" E	30.09'
L5	S 89°16'24" E	2.92'

LEGEND

- ⊗ = Fd. REMON. CORNER
- = Fd. IRON STAKE
- ▲ = Fd. MAG NAIL
- = Fd. SPIKE & WOOD LATH
- = SET 1/2" REROD & CAP
- (M) = MEASURED
- (R) = RECORD
- P.O.B. = POINT OF BEGINNING

Reference:
N.M. O'Non Cert. of
Survey File No.
2025034-28SB3011,
July 3, 2025.

STATE OF MICHIGAN
NICHOLAS
MICHAEL
O'NON
LICENSED SURVEYOR
License No. 4001028420
NICHOLAS M. O'NON
P.S. NO. 4001028420

Southwest Cor., Sec. 28
Fd. 1/2" Rerod in Concrete
per L.C.R.C. File No. 483
(Liber 2 of Corners, Page 180)

I, Nicholas M. O'Non, being a Licensed Professional Surveyor, hereby certify that I have surveyed and mapped the hereon described parcel(s) of land, that the relative positional precision of each corner is within the limits accepted by the practice of professional surveying, and that all the requirements of Act 132, P.A. 1970, as amended, have been complied with.

BEARING BASIS: N.M. O'Non Cert. of Survey File No. 2003108-28SB3011, Rev. November 12, 2003.

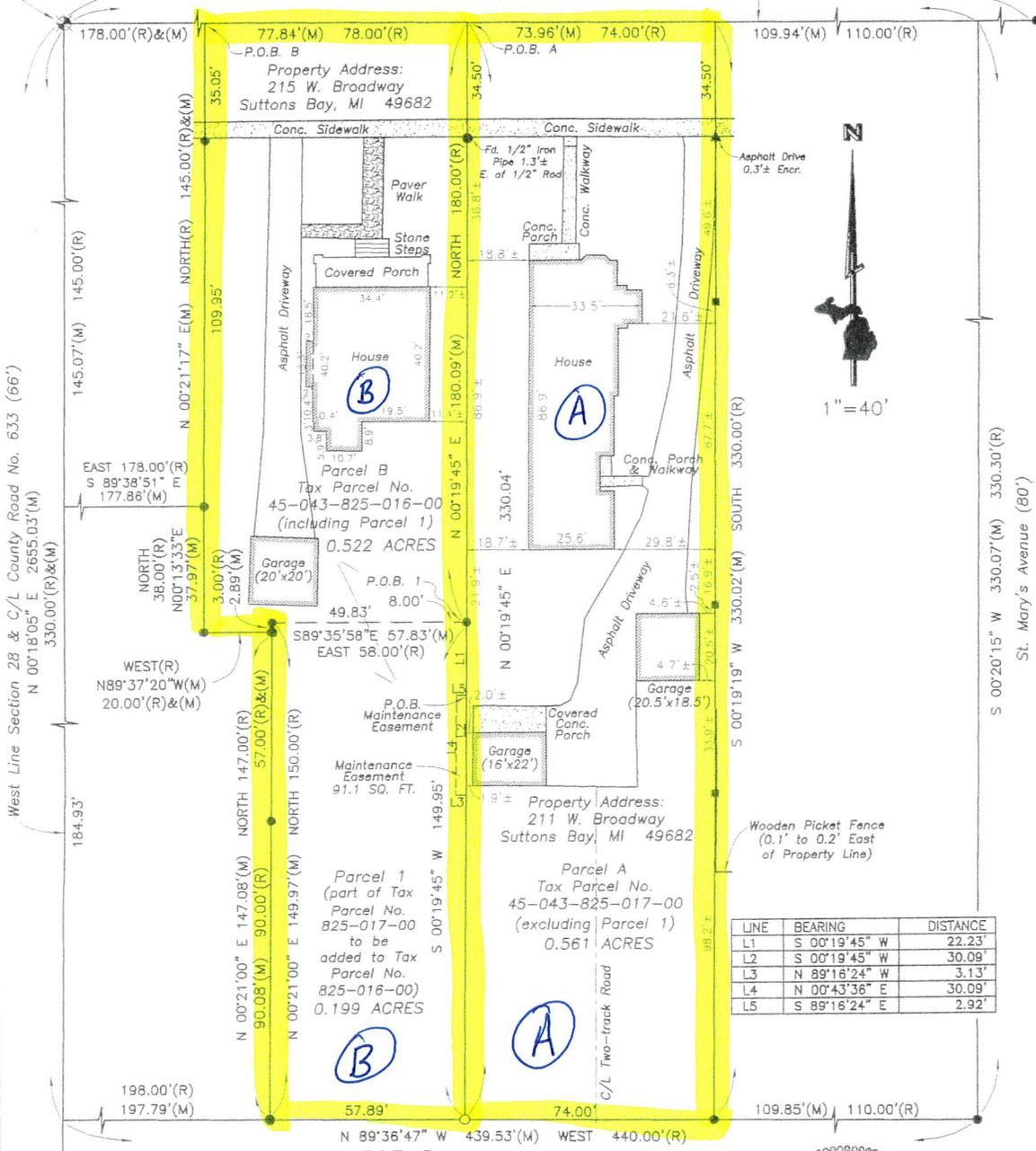
PART OF GOVERNMENT LOT 3, SECTION 28, TOWN 30 NORTH, RANGE 11 WEST, VILLAGE OF SUTTONS BAY, LEELANAU COUNTY, MICHIGAN.		NICHOLAS M. O'NON O'NON LAND SURVEYING 105 BROADWAY, P.O. BOX 277 SUTTONS BAY, MI 49682 (231) 271-3255 ononsurveying@gmail.com	
CLIENT: 211 W. Broadway, LLC P.O. Box 562, Suttons Bay, MI 49682	FILE NO.: 2025045-28SB3011	DATE: July 30, 2025 REV.: September 3, 2025	SHEET 1 OF 4

ATTACHMENT A

CERTIFICATE OF SURVEY

West 1/4 Cor., Sec. 28
Fd. County Remon. Disk
per L.C.R.C. File No. 534
(Liber 2 of Corners, Page 231)

East-West 1/4 Line & C/L Broadway (66')
S 89°37'20" E(R)&(M) 1201.27'(M) EAST(R)
439.74'(M) 440.00'(R)



**PROPOSED
LOTS WITH
PARCEL
TRANSFER**



LINE	BEARING	DISTANCE
L1	S 00°19'45" W	22.23'
L2	S 00°19'45" W	30.09'
L3	N 89°16'24" W	3.13'
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L5	S 89°16'24" E	2.92'

- LEGEND**
- ⊙ = Fd. REMON. CORNER
 - = Fd. IRON STAKE
 - ▲ = Fd. MAG NAIL
 - = Fd. SPIKE & WOOD LATH
 - = SET 1/2" REROD & CAP
 - (M) = MEASURED
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- P.O.B. = POINT OF BEGINNING

Reference:
N.M. O'Non Cert. of
Survey File No.
2025034-28SB3011,
July 3, 2025.

STATE OF MICHIGAN
NICHOLAS MICHAEL O'NON
LICENSED PROFESSIONAL SURVEYOR
License No. 4001028420
NICHOLAS M. O'NON
P.S. NO. 4001028420

Southwest Cor., Sec. 28
Fd. 1/2" Rerod in Concrete
per L.C.R.C. File No. 483
(Liber 2 of Corners, Page 180)

I, Nicholas M. O'Non, being a Licensed Professional Surveyor, hereby certify that I have surveyed and mapped the hereon described parcel(s) of land, that the relative positional precision of each corner is within the limits accepted by the practice of professional surveying, and that all the requirements of Act 132, P.A. 1970, as amended, have been complied with.

BEARING BASIS: N.M. O'Non Cert. of Survey File No. 2003108-28SB3011, Rev. November 12, 2003.

PART OF GOVERNMENT LOT 3, SECTION 28, TOWN 30 NORTH, RANGE 11 WEST, VILLAGE OF SUTTONS BAY, LEELANAU COUNTY, MICHIGAN.	NICHOLAS M. O'NON O'NON LAND SURVEYING 105 BROADWAY, P.O. BOX 277 SUTTONS BAY, MI 49682 (231) 271-3255 ononsurveying@gmail.com
CLIENT: 211 W. Broadway, LLC P.O. Box 562, Suttons Bay, MI 49682	ATTACHMENT B
FILE NO.: 2025045-28SB3011	DATE: July 30, 2025 REV.: September 3, 2025 SHEET 1 OF 4

The following issues were identified by the Assessor and Village Planner upon their review of the proposed Parcel Transfer.

1. The side setback for the existing garage cannot be accomplished by an easement as proposed by the Application.
 - The existing garage must be 5' from the property line.
2. The parcels resulting from a property transfer on a "Through Lot" shall meet the minimum lot width on both streets.
 - Under the proposed property transfer, both parcels will become "through lots". Currently only Parcel A is a through lot.
 - The minimum lot width for new lots in the NVR District is 80'.
 - Existing parcel A has 73.96' width on Broadway Street. This will not change with the proposed Parcel Transfer. Non-conforming but not changing.
 - Existing Parcel B has 77.84' on Broadway Street. This will not change with the proposed Parcel Transfer. Non-conforming but not changing.
 - Existing Parcel A has 131.89 width on First Street.
 - The proposed transfer would allocate 74.00' of the First St. width/frontage to Parcel A, and 57.89' to Parcel B. Neither of these meet the lot width requirement contained in the zoning ordinance.
 - The definitions of Through Lot, Lot Lines, and Lot Width do not specifically exempt a through lot from needing to have the required lot width on both streets.
3. Does the proposed transfer meet the required 4:1 depth to width ratio?:

The following calculations were made:

- Per the Land Division Ordinance, the lot depth measurement does not include the land within the road right-of-way. The Ordinance does define how to measure the ratio on a through lot where the lot widths vary.
- Parcel A:
Depth: 330.02'-34.50' = 295.52' Width: 73.96' Ratio: 4.00 : 1 meets
- Parcel B: Measured using Broadway width:
Depth: 330.04'-34.50' = 295.54' Width: 77.84' Ratio: 3.80 : 1 meets
- Parcel B: Measured using First St. width:
Depth: 330.04'-34.50' = 295.54' Width: 57.89' Ratio: 5.10 : 1 exceeds

SP

12/12/2025

ATTACHMENT C

Section 4-3 Spatial Requirements

- A. *Spatial Requirements- Residential Districts.* All lots shall meet the minimum area and width requirements of Table 4-3. New lots shall not be created, except in conformance with these requirements. All structures and their placement on a lot shall conform to the minimum dimensional requirements listed in Table 4-3.

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				
CR	100	40/40	15-25 ¹	6 ²	6	10	-	30	2.5	40%	50%
NVR	100	80/40	15	15	15	15	-	30	2.5	30%	40%
SFWR	-	90/90	20	25	15		50	30 (street) 40 (lowest grade)	2.5	Greater of 30% or 2,500 SF	Greater of 30% or 2,500 SF
HR	100	100/20	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
WC	150	200/200	35	35	Lesser of 35 or height of bldg.		50	35	2.5	25%	40%

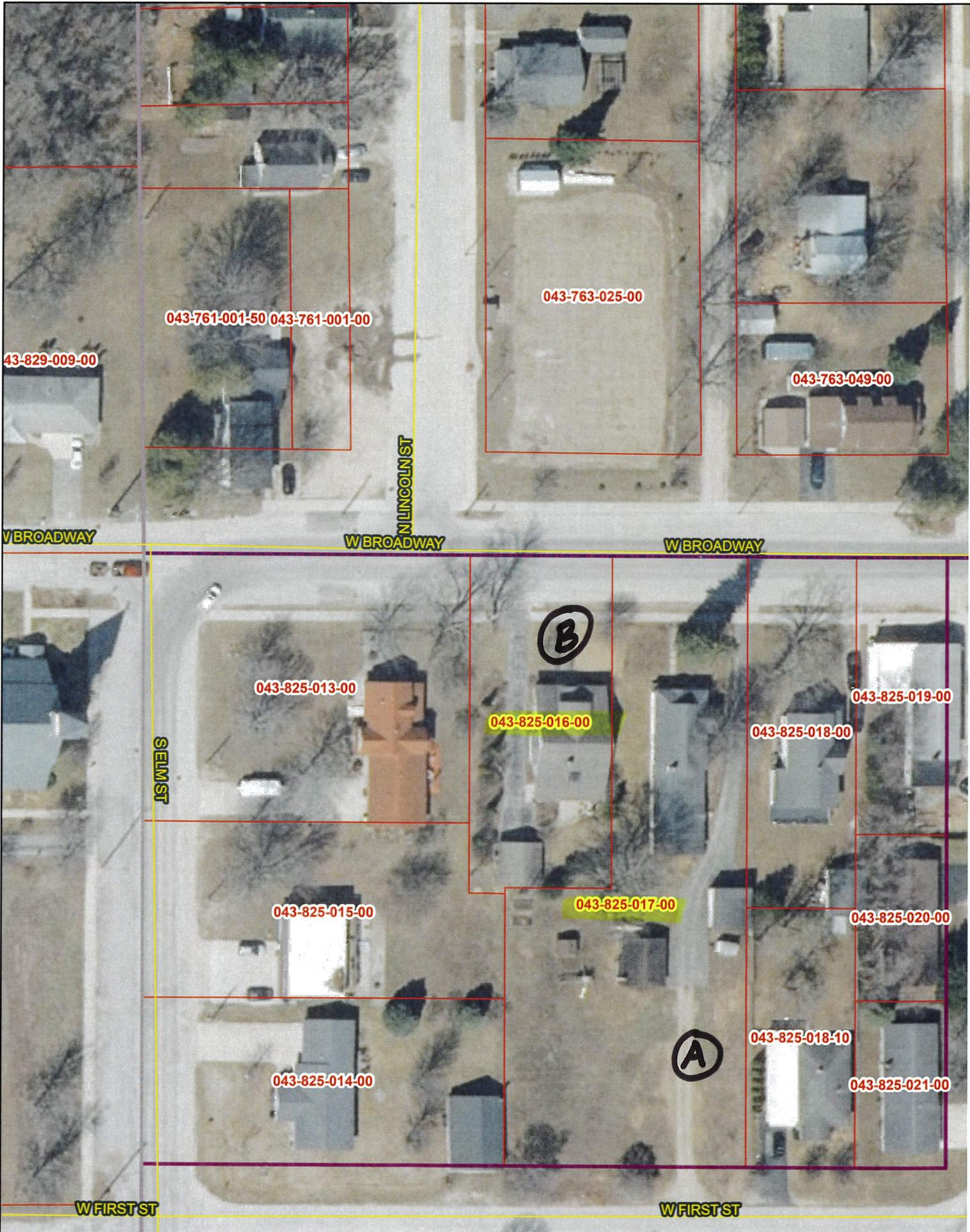
- B. *Single-Family and Two-Family Garages.* If garage doors are oriented toward the primary street frontage, they must be positioned at least five (5) feet behind the primary façade of a house. The total width of garage door openings shall not exceed 40 percent of the total width of any street-facing elevation of the house. On a corner lot, a garage facing a secondary street may be flush with the secondary side elevation or behind.
- C. The Lake Michigan setback shall be measured from the Lake Michigan Historic High-Water Elevation as determined by the US Army Corp of Engineers.

¹ For the CR district, the minimum setback is 15 feet and the maximum setback is 25 feet.

² The six (6) foot Secondary Street Front Setback is only applicable to the side of dwellings on corner lots. For instance, setbacks from Madison, Jefferson, Park, Adams, Grove, and Concord Streets may only be six (6) if the home faces the other street (Broadway, Lincoln, St. Mary's, Race, and Stratton). If facing the secondary street, two primary street front setbacks shall apply.

Leelanau Parcel Viewer

ATTACHMENT E



		VILLAGE OF SUTTONS BAY ZONING REPORT	
Prepared:	2/27/2026	Pages:	1 of 1
Meeting:	March 2027 PC & Council	Attachments:	0 <input type="checkbox"/>
Subject:	Zoning Report for February 2026		

LAND USE PERMITS ISSUED

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

(Note – permits may be classified under multiple categories)

ZONING BOARD OF APPEALS

- Application received for April Meeting

LAND DIVISION

- Questions about potential divisions and transfers.

STAFF REPORT

- Questions on Land Use Permits, Site Plan Review, Zoning Appeals.
- Preliminary Site Plan review of commercial project in the South Gateway District

RECOMMENDATIONS TO PC:

None