



VILLAGE OF SUTTONS BAY
Planning Commission
420 N. Front Street, Suttons Bay, MI 49682
July 12, 2023 at 5:00 pm
Regular Meeting Agenda

1. Call to order
2. Roll call and notation of quorum
3. Approval of Agenda
4. Member conflict of interest on any item on the agenda
5. Approval of minutes June 14, 2023
6. Public comment/Written communications (Reserved time for items listed on the agenda). Please limit remarks to no more than three (3) minutes
7. Old Business
 - a. Master Plan -Future Land Use Map Discussion
8. New Business
 - a. Resolution – Peninsula Housing
9. Public comment
10. Reports
 - a. Zoning Administration Report
 - b. ZBA Report
 - c. Village Council Updates
11. Good of the order
12. Announcements: Next Regular Meeting August 9, 2023
13. 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 at suttonsbay@suttonsbayvillage.org as soon as possible.



VILLAGE OF SUTTONS BAY
PLANNING COMMISSION MEETING
MINUTES OF JUNE 14, 2023

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

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

Approval of agenda

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

Approval of minutes

Hetler requested a correction to the Planning Commission meeting minutes of May 10, 2023, under Public hearing, adding to Section 9-0. Suppes moved, Ostrowski seconded, CARRIED, to approve the corrected Planning Commission meeting minutes of May 10, 2023. Ayes: 6, No: 0.

Suppes moved, Smith seconded, CARRIED, to approve the Special Village Council/Planning Commission Joint meeting minutes of May 22, 2023, as presented.
Ayes: 6, No: 0.

Public comment received from Larry Mawby and Lois Bahle.

Joint meeting recap

Ostrowski stated the Traverse City Ticker had an article regarding approval of housing changes in Traverse City. Hetler requested Ostrowski send the article to the Clerk to disseminate to Planning Commissioners. Smith stated the south gateway and wetlands were discussed with mixed feelings. Feringa noted that there are not a lot of parcels to develop in the south gateway. Suppes stated a meeting with Suttons Bay Township was emphasized.

Following discussions about wetland preservation, it was the consensus of Commissioners to have Kopriva work on language for an amendment to the Zoning Ordinance for a future agenda item, that protects wetlands.

Pontius noted concerns voiced regarding the south waterfront district, mixed use in the north, the NVR district, and the merge of the districts. Hetler suggested discussion/clarification regarding mixed use versus mixed residential. Following discussions, Hetler requested the Future Land Use Map be placed on the July agenda with the Master Plan consultants to discuss concerns raised at the joint meeting with Village Council.

Section 5-2 Multi-Family in South Gateway as Special Use amendment

Pontius moved, Ostrowski seconded, CARRIED, to table this amendment until the amendment language regarding wetland protection is created and approved.

Ayes: 6, No: 0.

Section 6-2 Multi-Family in South Business as Special Use amendment

Pontius moved, Hetler seconded, CARRIED, to withdraw Amendment 6-2 until further discussions regarding the Future Land Use Map and the Master Plan take place.

Ayes: 6, No: 0.

Section 5-3 Increase to three stores in South Gateway amendment

The Planning Commission reviewed the amendment against the criteria listed in Section 18-3(c) of the Zoning Ordinance and finds that:

- The intent of the South Gateway zoning district accommodates a mix of residential and commercial uses while maintain residential neighborhood design characteristics to the south of the CBD. The text amendment would accommodate a greater range and mix of residential uses within the SG zoning district.
- The amendment would not correct an error or oversight.
- 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 proposed amendment does not add use to the district and is not increasing the overall height of the structure allowed.
- The proposed uses do not appear to create incompatible land uses within the zoning since it is a residential use.
- There does not appear to be any conflict with any other reports, studies, or other documents.
- It is currently unknown whether the proposed change is consistent with the Village's ability to provide adequate public facilities. The Village is in the process of determining the available capacity of public water and sewer. There is a potential that the increased density will not be able to be developed should the Village find out that the public water and/or sewer system cannot support the additional units.
- The proposed text amendment is consistent with the Village's desire to protect the public health, safety and welfare of the community.

Pontius moved, Ostrowski seconded, CARRIED, to recommend approval to this Village Council of the Zoning Ordinance amendment to increase the maximum stories to three stories in the South Gateway district, as it meets the criteria of Section 18-3(c) of the Zoning Ordinance.

Section 9-7 To remove eight unit maximum per building amendment

Hetler moved, Suppes seconded, CARRIED, to change the language in this section to read: A. *Maximum Units. No more than 18 Units per structure and no more than 18 units per acre gross density.* Ayes: 6, No: 0.

Suppes moved, Smith seconded, CARRIED, to schedule a public hearing on this amendment for the August Planning Commission meeting. Ayes: 6, No: 0.

Public comment

Public comment received from Larry Mawby and Bill Crackel.

Reports

Zoning Administration Report

The Zoning Administrator Report was submitted and can be found in this meeting packet. In addition, Patmore stated it has been pretty busy, and that the Village has accepted the FEMA Flood Plain maps.

ZBA Report

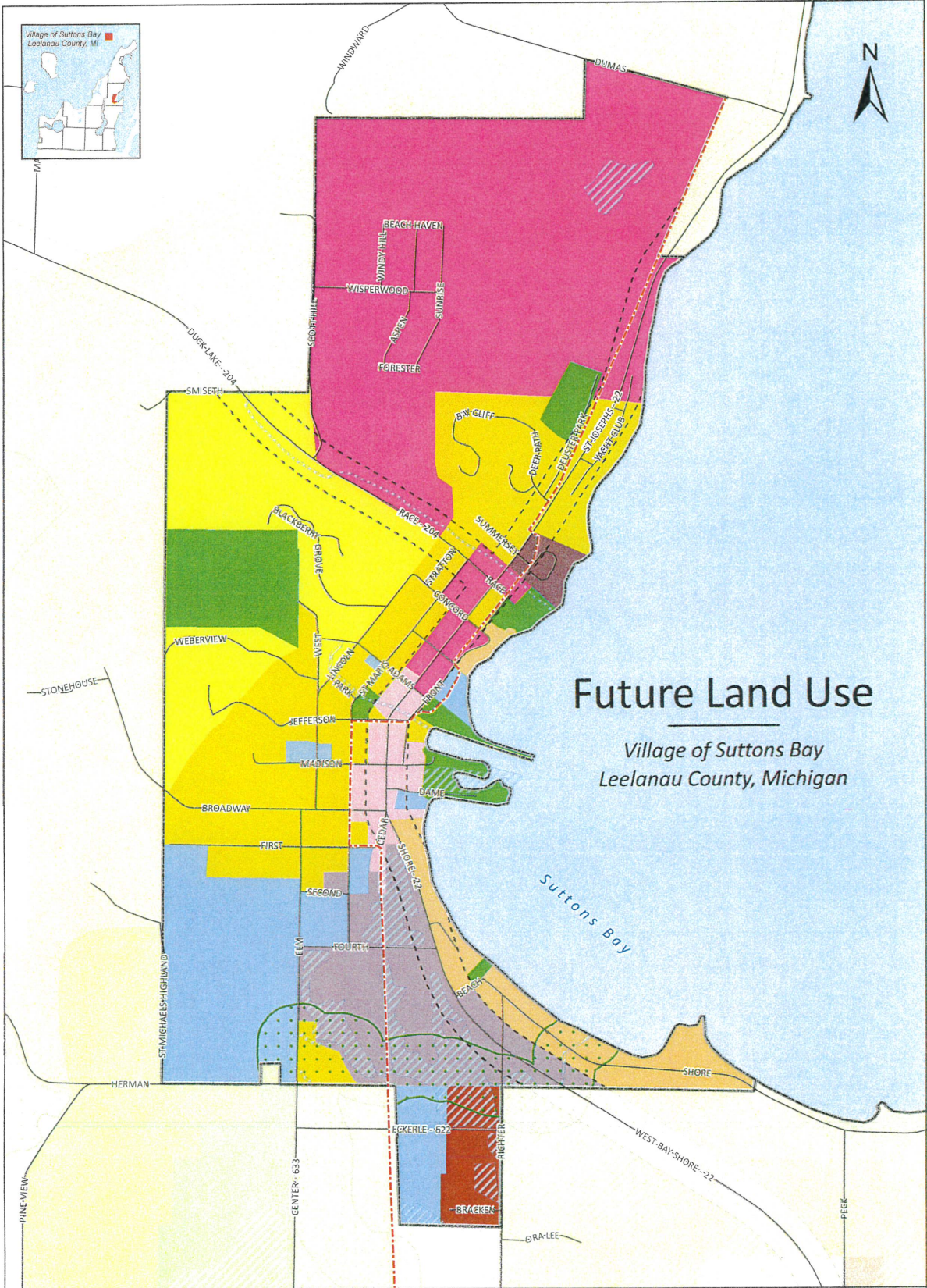
Smith stated a ZBA decision is being challenged in Circuit Court. Smith stated the ZBA approved dimension variances at the Friendship Center.

Village Council updates

Suppes stated Council approved a Resolution to apply for road grant funding for Elm Street. Council supported a change in hours for Deputy John Donohue, from five, 8-hour days to four, 10-hour days. Council approved an adjustment to the commercial launch rate.

The meeting adjourned at 6:47 p.m.

Meeting minutes submitted by Shar Fay, Clerk



Future Land Use

Village of Suttons Bay
Leelanau County, Michigan

Future Land Use Districts

- Shoreline Residential
- Hillside
- Neighborhood Residential
- Light Industrial
- Mixed Use Central Business
- Mixed Use North
- Mixed Use South Gateway
- Mixed Use Waterfront
- Public/Quasi-public
- Recreation

Other Features

- Roads
- Leelanau Trail (TART)
- Village Boundary
- M-22 & M-204 Heritage Corridors
- Conservation Overlay
- Wetlands
- Lakes

1 inch = 900 feet



VILLAGE OF SUTTONS BAY
SPECIAL VILLAGE COUNCIL
AND PLANNING COMMISSION
MEETING MINUTES OF MAY 22, 2023

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

Village Council present:	Bahle, Christensen, Lutke, Smith, Suppes and Yoder
Village Council absent:	Case
Planning Commission present:	Feringa, Hylwa, Pontius, Smith and Suppes
Planning Commission absent:	Hetler and Ostrowski
Staff present:	Fay, Larrea

Village Council agenda approval

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

Planning Commission agenda approval

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

Public Comment

Public comments were received from Kathy Egan and Sharon Sutterfield.

Master Plan – The purpose of the meeting was to hear from Planning Commissioners of their intent behind any major changes in the Master Plan, most specifically on the Future Land Use Map (FLUM), as well as a discussion of possible implications/consequences of these proposed changes. Discussion points:

Future Land Use Map –

It was stated that the intent of combining the South Gateway and the South Business district was driven by the need to expand districts for affordable residential housing, emphasizing mixed use. The possibility of new businesses, such as commercial gas stations and car washes, did not enter into the discussion. Also, it was thought that there were too many districts on the Zoning Map, so consolidating was a factor for the change as well.

Preserving wetlands and maintaining these natural resources in the South Gateway was an area of concern, with a consensus to protect the wetlands. Can this preservation be defined in the Zoning Ordinance?

If the South Gateway is rezoned for commercial, the possibility exists for the construction of unwanted businesses. Can uses per district be defined in the Zoning Ordinance?

Maintaining the current character in the South Gateway, and the character of the Village was discussed as important.

Consider adding diverse housing, or mixed use, to the South Business district.

Can an ordinance protecting the Wetlands can be created? Do you want to preserve the wetlands, or encourage economic growth?

Talk to Suttons Bay Township about what they propose for housing.

Consider the survey. Residents would like the character of the Village maintained, parks and wetlands were important, and low on the list was multi family housing. Is it even reasonable to have affordable housing, other than ADU's, in the Village anyhow?

Can we come to a consensus that three story buildings are too high?

Are we talking about mixed use, or mixed residential, in these districts?

Unintended consequences exists if you combine South Gateway with South Business. Consider keeping them separate.

North Gateway

It was stated that the change on the FLUM map envisioned the PUD area possibly for cottage housing, mixed use, day cares and bed and breakfast. It was again an area to consolidate so that there were not so many districts. Larrea voiced hesitation to change that area; the lots are very small on the north side. Also, curb cuts are not allowed in that area. Combining this area with the PUD may cause confusion. Larrea stated the larger area in blue could be considered for multi-family residential.

Larrea stated the Master Plan is a document of what you want your community to be. It is important to pay a lot of respect to the FLUM so that there are not unintended results. Zoning ordinance amendments will follow the Master Plan.

If the intent of the FLUM was to allow for more residential, than that should be talked about and keep the gateways on the Zoning Map the way it was.

Housing checklist

There is limited probability for affordable housing within the Village. Consider the Township where it is more appropriate and warranted.

Township collaboration is important. It is time reengage.

The Village is small. Why push the boundaries and explode.

Public Comment

Public Comment was received from Larry Mawby and Zach Hillyer, Housing North.

The meeting adjourned at 9:46 a.m.

Meeting minutes submitted by Shar Fay, Clerk.

Resolution

WHEREAS, there exists a serious shortage of affordable housing in our community; and

WHEREAS, Peninsula Housing is a nonprofit organization that provides affordable housing for our community; and

WHEREAS, Peninsula Housing is applying for a Rural Readiness Grant in the amount of \$50,000 to gather community input and to plan for the development of affordable housing in and adjacent to our Village;


NOW, THEREFORE, BE IT RESOLVED that the Suttons Bay Village Planning Commission hereby supports Peninsula Housing's application for a grant in the amount of \$50,000; and

BE IT FURTHER RESOLVED that the Suttons Bay Village Planning Commission encourages the Michigan Department of Agriculture to approve this grant.

This resolution was passed by the Suttons Bay Village Planning Commission on July 12 at a meeting held at the Suttons Bay Village Offices in Suttons Bay.

Attested to by:

Secretary, Suttons Bay Village Planning Commission
July 12, 2023

		VILLAGE OF SUTTONS BAY ZONING REPORT	
Prepared:	07/07/2023	Pages:	1 of 1
Meeting:	July PC & Council	Attachments:	0 <input type="checkbox"/>
Subject:	Zoning Report		

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADU	ALTERATIONS ADDITIONS	ACCES. STRUCT.	FENCE	COMMERCIAL & SIGNS
June 2023	4	1	0	1	0	1	1
Year To Date	15	1	1	2	1	2	8

- LUP 2023-12 New single-family dwelling – Lincoln St.
- LUP 2023-13 Addition – St. Mary’s Street
- LUP 2023-14 Fence – St. Mary’s Street
- LUP 2023-15 Sign – St. Joseph Street

STAFF REPORT:

- ZBA Application for dimensional variance was approved for 418 N. St. Mary’s, to allow for a front porch addition.
- Inquiries on zoning requirements and standards.
- Letters sent out regarding short-term rental violations

FUTURE ACTION REQUESTED: None at this time.