



VILLAGE OF SUTTONS BAY
Planning Commission
420 N. Front Street, Suttons Bay, MI 49682
April 16, 2025 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 November 13, 2024, Meeting Minutes
6. Public comment/Written communications (Reserved time for items listed on the agenda). Please limit remarks to no more than three (3) minutes
7. Unfinished Business
8. New Business
 - a. Election of Officers
 - b. Master Plan Priorities
 - c. Report VSB-2024-56 2024 Annual Report
 - d. Review Proposed Zoning Ordinance Amendment(s)
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 May 21, 2025 (Third Wednesday)
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
REGULAR MEETING
Meeting Minutes of November 13, 2024
420 N. Front Street
Suttons Bay, MI 49682

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

Present: Feringa, Pontius, D. Smith, F Smith, Hylwa & Campbell
Absent: Hetler,
Staff present: Petroskey, Patmore and Kopriva
Guests: None

Approval of Agenda

Feringa moved, Hylwa seconded, CARRIED, to approve the agenda as amended moving Planning Commission Priorities to item D. and moving Budget to B. and Meeting Schedule to C.
Ayes: 6, No: 0.

Conflict of Interest: None

Approval of Minutes

F. Smith moved, Campbell seconded, CARRIED, to approve the Planning Commission special meeting minutes of October 9th, 2024 as presented. Ayes: 6, No: 0.

Public Comment/Written Communications

None.

New Business:

Zoning Amendments Public Hearing for Section 5-3 Bayview Stories and 9-13 Wireless Communications. Planner Kopriva explained that in the BV district, the minimum stories has not been consistently enforced at 1.5 story minimum which has allowed for a few one (1) story dwellings to be constructed. It appears that this has not been detrimental to the district and it is suggested to update the language to change the minimum stories for the district to one (1).

Kopriva stated the wireless communications language in the current zoning ordinance is

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not consistent with State Law and needs to be updated. The law says that if a wireless provider is co-locating equipment on an existing tower, a special use permit is not required and can be approved administratively. The language provided, updates the language to be consistent with State Law.

F. Smith moved, D. Smith seconded, CARRIED, to open the public hearing at 5:04 p.m. Ayes: 6, No: 0.

Hearing no public comments the public hearing closed at 5:04 p.m.

The commission review the criteria of Section 18-3 and provided the following findings of fact:

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

The proposed text amendments clarify the intent of the ordinance and makes the language consistent with State Law (Wireless Communications)

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

The amendment will update the ordinance to be consistent with State Law and past practices.

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 related to wireless communications addresses changes to State Law. The building height is not a change in law or legislation.

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

The proposed amendment regarding wireless communications will bring the Village in compliance with required language that was changed by the State. Building height is not related to compliance with law.

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.

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

The amendment will have no impact on the Village's ability to provide adequate public facilities and services.

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.

D. Smith moved, F. Smith seconded, CARRIED, to approve and recommend that the Village Council adopt the text amendment for Article 5-3 Spatial Requirements relating to the Bayview District and bring Article 9-13 Wireless Communications into compliance as it relates to the permitting process for collation on an existing tower as stated in the above findings of fact. Ayes: 6, No: 0.

B. Proposed 2025 Planning Commission Budget.

F. Smith moved, Hylwa seconded, CARRIED to recommend the 2025 Budget to the Village Council for adoption. Ayes: 6, No: 0.

C. 2025 Meeting Schedule

The Planning Commission schedule was presented noting that the meetings will now take place on the 3rd Wednesday of the month at 5:00 p.m. and the ZBA will meet on the 2nd Wednesday of the month.

Hylwa moved, F. Smith seconded, CARRIED to recommend the 2025 Budget to the Village Council for adoption. Ayes: 6, No: 0.

D. Planning Commission Priorities

Kopriva provided the commission members with a list of the priorities in the Village Master Plan. Commission members rated each one by high, low or medium and the time frame of 1, 3 or 5 years to accomplish. The commission members were able to get through Housing, Natural Resources and Transportation. The remaining categories will be addressed at the next planning commission meeting.

Reports

Zoning Administration Report-as presented

Village Council Report: D. Smith indicated that the Village Council entered into a contract with Abonmarche for the design and construction oversight of the new Marina and public restrooms.

Good of the Order-None

Next Regular Meeting is December 11, 2024. Agenda items to include 1) Master Plan Review of Priorities

The meeting adjourned at 6:50 p.m.

Meeting minutes submitted by Dorothy Petroskey, Clerk.

project memorandum

B R *i*
Beckett & Raeder

Landscape Architecture
Planning, Engineering &
Environmental Services

Date: 02.13.2025
From: Sara Kopriva, AICP
To: Suttons Bay Planning Commission
Project: Master Plan Action Items

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initiative

At the November meeting, the Planning Commission began to organize and prioritize action items that were included in the recently adopted Master Plan. Items that were discussed have been ranked by year and then priority, with the outstanding items that still need to be discussed at the beginning of the document.

The Planning Commission should come prepared to finish determining priority on unprioritized tasks and review the list that was already prioritized to make sure that everything is correct. Moving forward, we will get to work on the high priorities that have a 1 year time frame. As previously mentioned, this will be accomplished by a Zoning Ordinance update to incorporate the necessary changes to move the new Master Plan forward.

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Dec 2024 Master Plan Goals/Action Items

Category	Action Item	Priority High / Medium / Low	Time Frame 1 yr / 1-3 yrs / 5 yrs
Economic Development	Assess the Zoning Ordinance to ensure that building design is high quality and encourages pedestrian activity.		
Economic Development	Assess how well the Zoning Ordinance standards provide for adequate buffering, lighting, and noise regulations to minimize the negative impact on neighboring residents and businesses. Make refinements to these standards as needed.*		
Economic Development	Assess the Zoning Ordinance standards for mixed land uses to see if development has occurred as anticipated and/or if any refinements to the ordinances are needed.*		
Economic Development	Assess the Village's ADU provisions to determine whether refinements are needed to encourage additional ADUs and/or to update standards for layout and appearance.*		


Category	Action Item	Priority High / Medium / Low	Time Frame 1 yr / 1-3 yrs / 5 yrs
Community Identity	Plan for and install wayfinding signage throughout the Village.*		
Community Identity	Incorporate recommendations of the M-22 Scenic Corridor Guidebook into the Zoning Ordinance.		
Community Identity	Update the Village's sign ordinance as needed to ensure that signs are compatible with the character of the Village.*		
Community Identity	Assess Zoning Ordinance standards for waterfront and shoreline development (public and private) to ensure that public access and views of the shoreline and Suttons Bay are adequately protected.*		
Community Identity	Assess Zoning Ordinance standards to ensure new development and redevelopment supports walkability.*		
Community Identity	Assess Zoning Ordinance standards for streetscapes, landscapes, and façades for residential and non-residential developments within the Village.		

Dec 2024 Master Plan Goals/Action Items

Category	Action Item	Priority High / Medium / Low	Time Frame 1 yr / 1-3 yrs / 5 yrs
Housing	Map priority development areas for workforce and/or attainable housing and "pre-permit" selected sites within the designated priority development area(s).^	High	1
Housing	Consider developing form-based zoning standards associated with residential areas to promote walkability and compatibility with existing development.^	High	1
Housing	Update Planned Unit Development (PUD) regulations to include more specific language to support workforce housing.^	High	1
Housing	Incorporate incentives with the PUD standards in the Zoning Ordinance (density bonus, reduced parking required, utility hookup fees, minimum dwelling and lot width and size, height bonuses, etc.).^	High	1
Natural Resources	Develop and enforce a set of natural features ordinances that will protect key natural features.*	High	1
Natural Resources	Assess Zoning Ordinance standards for stormwater management and alternative energy systems to ensure alignment with best practices.	High	1
Natural Resources	Encourage or incentivize energy efficiency, environmental sensitivity, and sustainability in the Zoning Ordinance (e.g., solar panels, EV charging stations, etc.).	High	1
Transportation	Update parking standards to facilitate the installation of electric vehicle (EV) infrastructure.	High	1-3
Natural Resources	Preserve and enhance the natural characteristics found at the "gateways" to the Village along M-22 and M-204 through the Zoning Ordinance, landscaping, signage, and site plan review process.*	High	1-3
Housing	Consider dormitory housing or boarding room housing in certain districts under defined conditions for the purposes of seasonal workforce housing.^	High	1-3
Natural Resources	Create a tree planting plan that identifies a priority list for tree planting and maintenance.	Medium	1
Natural Resources	Discourage development in areas with slopes greater than 18 percent through the Zoning Ordinance, natural features ordinances, and site plan review process.*	Medium	1-3
Natural Resources	Review the environmental standards in the Zoning Ordinance (Section 2-6) to assess whether they are producing expected protection and/or if any refinements to the ordinances are needed.*	Medium	1-3

Dec 2024 Master Plan Goals/Action Items

Housing	Limit or eliminate short-term rental of ADUs in districts targeted for workforce housing.^	Medium	1-3
Housing	Consider limiting short-term rentals in areas/districts targeted for workforce housing and identifying areas where both may be appropriate.^	Medium	1-3
Housing	Consider allowing an additional ADU (one attached and one detached) on the same property.^	Low	1-3
Housing	Consider an overlay district to delineate priority development area(s) for housing options where they are not currently prohibited without adding new zoning districts or changing boundaries.^	Low	1-3
Housing	Define "long-term rental" in the Zoning Ordinance and distinguish between "long-term rental" and "workforce housing."^ **Add Seasonal	Low	1-3
Housing	Consider zero lot line homes in mixed use areas. The CB district is currently the only district w/a zero front setback.^	Low	5
Housing	Streamline the development review process when units include workforce housing*	Low	5
Housing	Create incentive programs for developments that include a variety of housing sizes*	Low	5
Housing	Incorporate applicable concepts from the MEDC's Redevelopment Ready Communities program into the Zoning Ordinance and improve the development review process for applicants, the approving body, and community*	Low	5
Transportation	Assess Zoning Ordinance standards for new sidewalks and pathways associated with the construction of recent developments in the Zoning Ordinance.	High	Continuous
Housing	Consider changes to residential zoning districts to permit housing opportunities for all age groups that are consistent with the goals and intent of the Master Plan.	High-Continuously Worked On Policy	Continuous
Housing	Assess the Zoning Ordinance to ensure it allows appropriate residential retrofits for accessibility in order to help older residents remain in their homes.	Medium- May be related to above	Continuous
Housing	Consider allowing accessory dwelling units (ADUs) in all districts (currently only permitted in NG, SG and BV districts).^	Done	

		VILLAGE OF SUTTONS BAY REPORT VSB -2024-56	
Prepared:	December 31, 2024	Pages:	1 of 2
Meeting:	Planning Commission January 15, 2024	Attachments:	<input type="checkbox"/>
Subject:	PC 2024 Annual Report		

Introduction

This 2024 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

_____ Land Use Permits were issued this year. Steve Patmore has assisted at Planning Commission and zoning board of appeals meetings.

Planning Commission

The Planning Commission met on the second Wednesday of each month in 2024 when business required. The planning commission is responsible for reviewing development applications, preparing plans, and advising the Village Council on development matters and zoning amendments. This schedule has changed for 2025. Meetings will take place on the third Wednesday of each month.

Village Zoning Ordinance

The Village Zoning Ordinance was adopted in 2018; however, as is customary, a couple of public hearings were held for zoning amendments, some of which were adopted this year. The Planning Commission will continue to focus on Housekeeping Amendments in 2025. The following Sections to the Village of Suttons Bay Zoning Ordinance were amended in 2024:

Section 4-1(C) Intent and purposes was amended to state: The SFWR district accommodates single-family detached development on waterfront lots within the Village.

Section 4-3 Spatial Requirements was amended as follows:

Modify Table 4-3 removing Minimum Lot depth of 200’. Replacing the Minimum Width/Frontage requirement of 100/100 with 90/90 and replacing the Primary Street Front setback of 25’ with 20’.

Section 2-6 (G) Environmental Protection

- G. Wetland Protection.

1. Within 10 feet of a wetland, an undisturbed area of vegetation shall be maintained and woody and native herbal species shall not be removed. Trees with a trunk diameter of three (3) inches at breast height, four and a half (4 ½) feet or greater, shall not be removed unless dead or dying. Trees and other woody plant material of a smaller diameter at breast height shall not be removed.

2. Regulated Wetlands

An applicant planning to make any improvements or changes to a regulated wetland within the district must obtain a permit from EGLE, or successor agency, in accordance with Part 303 (Wetlands Protection) of the Natural Resources and Environmental Protection Act, 1994 PA 451 prior to submitting a site plan or land use permit application under this Zoning Ordinance.

3. Wetland Setbacks

For a regulated wetland, or for an unregulated wetland area which otherwise meets the criteria to be designated as a wetland, no structure or parking lot shall be constructed within twenty-five (25) feet of such wetland. However, recognized wetlands may be incorporated into a stormwater management strategy provided that the wetland values will not be impaired and provided further that incorporation of the wetland will provide a net ecological benefit to groundwater and surface water.

The Village Council, at their February 2025 meeting, will be addressing the recommended amendments from the November 2024 planning commission meeting regarding:

Section 5-3 Spatial Requirements

Table 5-3 to change the minimum stories in the BV District from 1.5 to 1.0 minimum and 2.5 maximum.

Section 9-13 Wireless Communication to add the following section:

B. Applicability. Pursuant to Section 3514 of P.A. 110 of 2006, as amended, wireless communications equipment is a permitted use of property with a zoning permit and is not subject to Special Land Use approval or any other approval if the following requirements are met:

1. The wireless communications equipment will be collocated on an existing wireless communications support structure or in an existing equipment compound.
2. The existing wireless communications support structure or existing equipment compound is in compliance with this ordinance or was officially approved by the Zoning Administrator or Planning Commission.
3. The proposed collocation will not do any of the following:
 - i. Increase the overall height of the wireless communications support structure by more than 20 feet or 10% of its original height, whichever is greater. Increase the width of the wireless communications support structure by more than the minimum necessary to permit collocation.
 - ii. Increase the area of the existing equipment compound to greater than 2,500 square feet.
 - iii. The proposed collocation complies with the terms and conditions of any previous final approval of the wireless communications support structure or equipment compound by the Zoning Administrator or Planning Commission.

Wireless communications equipment that meets the requirements of subsection 1(a) and (b) but does not meet the requirements of subsection 1(c) is a permitted use of property if it receives special land use approval.

The amendment will also amend all following sections B-J to C-M.

Special Land Use Permits

No applications were received for a special use permit.

Master Plan


The Planning Commission began setting their priorities regarding goals and objectives and will continue working on this in 2025.

Zoning Board of Appeals

The zoning board of appeals did not meet this year.

Conclusion

2025 should prove to be a very busy and exciting year as we anticipate continued work on the Master Plan Goals and Objectives.

		VILLAGE OF SUTTONS BAY ZONING REPORT	
Prepared:	02/14/2025	Pages:	1 of 1
Meeting:	February 2025 PC & Council	Attachments:	0 <input type="checkbox"/>
Subject:	Zoning Report for January 2025		

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADU	ALTERATIONS ADDITIONS	ACCES. STRUCT.	FENCE	COMMERCIAL, SIGNS / OTHER
January 2025	1	0	0	0	1	0	0
Year To Date	1	0	0	0	1	0	0

LUP 25-001 Storage Shed & Fence 303 N. Lincoln

One Land Use/Driveway Permit Application in progress

STAFF REPORT

- General Inquiries on Land Use.
- ZBA Application received for interpretation/appeal

FUTURE ACTION REQUESTED: None

Date: 03.10.2025
From: Sara Kopriva, AICP
To: Suttons Bay Planning Commission
Project: Housekeeping Zoning Amendments

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initiative

Possible Motion: Motion to schedule a public hearing for the April 9 Planning Commission meeting

Attached are various housekeeping amendments for the Planning Commission to consider. If everything looks good, the next step is a public hearing on the amendments. You will see that much of the language that is being added or changed is to clarify the meaning or requirements of the ordinance.

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Section 2-14

Setbacks, Yards, Lots, and Parcels

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

Section 9-14

Prohibition on Marihuana Establishments and Facilities.

~~A. Pursuant to law and Section 6 of the Michigan Regulation and Taxation of Marihuana Act, 2018 IL 1, as amended, marihuana establishments are prohibited within the boundaries of the Village of Suttons Bay.~~

~~AB.~~ Marihuana facilities are prohibited within the boundaries of the Village of Suttons Bay.

Section 10-3

Required Off-Street Parking

- A. *Parking Placement.* All off-street parking for uses in the SB District, Mixed-Use Districts, and for multi-family buildings shall be located to the side or the rear, or internal to the site.
- B. *On-Street Parking Exemption.* For commercial and mixed-use buildings in the Mixed Use Districts, on-street parking spaces along the front property line shall be counted toward the number of parking spaces required for the use in that building (except where there are driveway curb cuts). On-site parking requirements shall be required and not exempt for ~~However, this shall not apply to residential use or uses requiring overnight occupancy such as hotels and bed and breakfasts.~~ parking requirements.

Table 10-3 Parking Requirements by Zoning District

Mixed Use Districts		
CB	Central Business	<ul style="list-style-type: none"> ▪ Residential/Hotel/<u>Bed and Breakfast</u>: One (1) parking space for each dwelling or hotel room. ▪ All off Street parking will be located off of an alley or Front Street.
NG	North Gateway	<ul style="list-style-type: none"> ▪ <u>Residential</u>: Two (2) spaces plus one (1) additional space if an accessory dwelling is constructed. ▪ <u>Hotel/Bed and Breakfast: One (1) space per room plus one (1) space per employee working at peak hours.</u> ▪ Overall: A maximum of four (4) parking spaces per parcel.
SG	South Gateway	<ul style="list-style-type: none"> ▪ Residential: Two (2) spaces plus one (1) additional space if an accessory dwelling is constructed. ▪ Apartment/Hotel/<u>Bed and Breakfast</u>: One (1) space per apartment or hotel room. ▪ Other Uses: One (1) space per employee.
BV	Bay View	<ul style="list-style-type: none"> ▪ Retail: One (1) space per 800 sq. ft. of floor space. ▪ Hotel: One (1) space per room plus one (1) space per

Table 10-3 Parking Requirements by Zoning District

	<ul style="list-style-type: none"> employee working at peak hours. ▪ Restaurants & Taverns: One (1) space for every eight (8) seats. ▪ Offices: One (1) space per 400 sq. ft. of floor space. ▪ Single Family & Two-Family Residential: Two (2) spaces per dwelling unit. ▪ Multi-Family/Townhouse: Two (2) spaces per dwelling unit.
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Section 5-3 Spatial Requirements

- A. *Spatial Requirements- Mixed Use Districts.* All lots shall meet the minimum area and width requirements of Table 5-3. 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 5-3.

Table 5-3 Spatial Requirements- Mixed Use Districts

Zoning District	CB	NG	SG	BV
Front Parking Setback (ft.)	25 min.	15 min-	15 min-	15 min-
Secondary Street	50	-	-	-

Section 10-2 General Requirements (Adding this language to Table 5-3 above)


- A. *Applicability.*
- D. *Setbacks.* Parking lots are subject to 15-foot front setbacks. Parking lots are subject to 15-foot side and rear setbacks if adjacent to a Residential Zoning District, otherwise, parking lots are not subject to setbacks.

Section 20-11 Definitions: S - T

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

Section 18-3 Zoning Ordinance Amendments

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

		VILLAGE OF SUTTONS BAY ZONING REPORT	
Prepared:	03/07/2025	Pages:	1 of 1
Meeting:	March 2025 PC & Council	Attachments:	0 <input type="checkbox"/>
Subject:	Zoning Report for February 2025		

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADU	ALTERATIONS ADDITIONS	ACCES. STRUCT.	FENCE	COMMERCIAL, SIGNS / OTHER
February 2025	1	0	0	0	1	0	0
Year To Date	2	0	0	0	1	0	0

LUP 25-002 Draft subject to sewer/water approval - Detached Garage w/ Rec. Room 324 N. St. Mary's

STAFF REPORT

- General Inquiries on Land Use.
- Site Plan Review & Parking

FUTURE ACTION REQUESTED: Memo sent to Village Planner regarding the off-street parking requirements in the Central Business and Mixed-Use Districts.