

**SUTTONS BAY TOWNSHIP
PLANNING COMMISSION REGULAR MEETING
95 W 4th Street, Suttons Bay
Tuesday, December 5, 2023
6:00 PM**

Call to Order and Notation of Quorum

Call to Order at 6:01p.m. on Tuesday, Dec 5, 2023. Quorum noted.

Commissioners Present: Chairman Tom Koernke, Andy Brandt, Eric Carlson, Don Gregory, Rhoda Johnson, Dee McClure, Patti Miller, Dennis Rathnaw

Absent: John Clark

Staff: Mathew Cooke, Steve Patmore, Mary Kuznicki

Approval of Agenda

Agenda Approved with correction to Township Board. Remove Doug Periard and replace name with new Township Board Member Eric Carlson. Motion: Miller, 2nd: Johnson, agenda approved.

Public Comment: None

Conflict of Interest: None

Approval of Minutes:

September 19, 2023, Meeting Minutes

Motion to approve minutes with amendments by Johnson, 2nd by Brandt, motion passed.

October 3, 2023, Meeting Minutes

Minutes are being tabled until the January 2024 meeting.

October 17, 2023, Meeting Minutes

Motion to approve minutes with amendments by McClure, 2nd by Gregory, motion passed.

November 7, 2023, Meeting Minutes- Chair Koernke advised the commissioners that the minutes from Nov 7th have been prepared but are being reviewed and condensed. They will be ready for review and acceptance at the January 2024 meeting.

Items of Discussion/Consideration:

1. 2024 Meeting Schedule (Adopt by Resolution)

Jan 2nd was moved to Jan 16th, Chair Koernke will continue with tradition of no meeting booked for July. The August & October meetings will be moved to another venue as the Township offices are not available due to election proceedings. Add the words "Agenda needs" to the first line beginning "General items". Motion to adopt the Resolutions of the 2024 Suttons Bay Township Planning Commission Schedule of Regular Meetings by Gregory, 2nd by McClure. Roll call vote taken. All Ayes, motion passed.

2. Zoom Meeting Procedure- Eric Carlson reported that the Township board voted to put

Zoom options in the hands of each commission. The Township Board will continue to offer Zoom but as a “View Only” option. No public comment will be heard, and board members will not be allowed to vote or comment if they are “present via Zoom”.

After discussion, the Suttons Bay Township Planning Commission agreed to continue using Zoom as a “View Only” service to the community. Commissioner will not be allowed to vote, commissioners will be treated as public when viewing meeting via Zoom. However, the Planning Commission will allow public comment on a case-by-case basis, i.e. when a public hearing is called. They agreed that transparency is key. Written policy states that once the recorded minutes are accepted, all recordings & taped data are deleted.

3. Zoning Ordinance Overhaul Project-Review

- Status & Schedule- Mat Cooke gave each commissioner a packet with articles 3-12 for review. Articles 2, 5-8 and 14 are not completed or reviewed.
- Ordinance Review will continue at the Jan 2, 2024 working session. At that session, articles will be completed as best as possible, correct typos, grammar & formatting so that it can be sent to legal for review. Patmore said Dorothy Petroskey would offer some of her township hours to review the document for errors. The intent is to have a document ready by the Jan 16th meeting and target to have a public hearing in March.
- Networks Northwest & Mat Cooke are giving a 30-Day notice to terminate their contract with Suttons Bay Township Planning Commission. He has spoken to Tom, Steve and Doug regarding the termination. The Township Board will be looking for a new planner. Mat was asked to turn over all paperwork and digital information. The commissioners also asked Mat to supply a complete red-line/highlighted copy of the articles with all recorded changes of the Zoning Ordinance Overhaul project to the board. This will help in determining if all the requested changes have been made to this point and time.
- Items mentioned to review: Begin at 14.8 – 14.24, Cluster Housing, Shoreline, Definitions, and Section 8.6.
- McClure asked for a copy of Oct 3rd meeting recording to verify information.

Reports:

- Zoning Administrator Steve Patmore submitted report. On par with previous years. Suttons Bay Township Board has a new Short Term Rental Policy, Steve is not concerned with current cap of 150. Cap # should be a resolution not an ordinance. Steve said the number of short term rentals in the agricultural district is unknown.
- Planner: Mathew Cooke of Networks Northwest spoke previously about Zoning Ordinance Overhaul and termination of his contract with Suttons Bay Township.
- Township Board: Eric Carlson will attend his first formal meeting as a SB Township Board member on December 13th and will report to the Planning Commission next month.
- Chair Tom Koernke stated it will be busy January with 2 meetings. Jan 2nd will be the Ordinance Overhaul workshop. Mat should have the red-lined/highlighted copy to us within a week. Please read all materials and be ready to discuss edits and changes. Currently, we are aware that only one commissioner will be absent. Jan 16th will be our regular monthly meeting.

Commissioners' Comments

Approved January 16, 2024

Miller stated that the commissioners need to review #14 and #2, anything that is not finished on Jan 2nd, hold until the 16th. Try to catch all errors. If it is not completed by the 16th, it won't get done before publishing.

McClure asked for a red-line deadline of Dec 15th so they all have time to review it before Jan 2nd. Wants to review 14.24 Special Events.

Public Comment

None

Next Regular Meeting – January 16, 2024

Adjournment: 8:00 PM by Chair Tom Koernke

Minutes submitted by Mary Kuznicki, Recording Secretary
Dee McClure, Secretary