

**SUTTONS BAY TOWNSHIP
PLANNING COMMISSION REGULAR MEETING
95 W 4th Street, Suttons Bay
Tuesday, January 16, 2024
6:00 PM**

Call to Order and Notation of Quorum

Call to Order at 6:01p.m. on Tuesday, January 16, 2024. Quorum noted.

Commissioners ~~Role~~ Roll Call: Chairman Tom Koernke, Eric Carlson, Rhoda Johnson, Dee McClure, Patti Miller, Tom Nixon

Excused Absence: Andy Brandt, John Clark, Don Gregory

~~Unexcused Absence: Dennis Rathnaw~~

Staff: Steve Patmore, Mary Kuznicki

Chair Koernke noted that Dennis Rathnaw has resigned. Tom Nixon is assuming Dennis Rathnaw's PC position as of this meeting and will fulfill Rathnaw's term. Welcome (back) Commissioner Nixon.

Approval of Agenda

Motion by Commissioner Miller, 2nd by Commissioner Johnson, Agenda approved as presented.

Public Comment:

Larry Mawby of Peninsula Housing – Mawby explained to the Planning Commission he is engaging in a planning process regarding the 10-acre parcel on the edge of Suttons Bay. This property is currently zoned as multi-family use. He has hired a company to perform a 3-day public hearing which will take place at the Suttons Bay Fire Station from April 30th through May 2nd. Suttons Bay residents will be asked to stop in and offer their comments regarding this project. The firm will involve the community by seeking their comments and gathering input regarding the development of this 10-acre multi-housing property. Mawby hopes to have a report from the firm by the end of the summer 2024.

~~Richard Baldwin~~ Baldwin of Baldwin Homes: No Comment

Conflict of Interest: None

Approval of Minutes:

November 07, 2023, Regular Meeting Minutes

Motion to approve minutes by Commissioner Johnson, 2nd by Commissioner Miller, with amendment to Page 5, Line 2: Remove the words "As Stated in", motion passed.

December 05, 2023, Regular Meeting Minutes

Motion to approve minutes by Commissioner Carlson, 2nd by Commissioner McClure, with amendment to Page 2, line 27, change line to read: "McClure asked for a copy of the Oct 3rd Meeting recording to verify information", motion passed.

January 02, 2024, Workshop & Special Meeting Minutes

Motion to approve minutes by Commissioner McClure, 2nd by Commissioner Johnson with amendment to edit spelling at the bottom of Page 2 to “Marihuana”, motion passed.

Items of Discussion/Consideration:

1. Election of Officers:

Commissioner Johnson made a motion to retain current titles and renew positions held on the Planning Commission Board. Motion 2nd by Commissioner Miller, Motion Passed.

2. Zoning Ordinance Overhaul Project:

Chair Tom Koernke: at the Planning Commission meeting January 2, 2024 the commissioners were assigned the task to offer edits and changes to be submitted to Petroskey and Patmore. Reviewing their findings, Tom noted that he found ~~errors~~ between 100 and 120 errors that were submitted with some overlap. Koernke stated this was an excessive amount and he feels the Planning Commission needs to continue the work on the Zoning Ordinance Overhaul Project. He shared his ~~disapproval~~ dissatisfaction with the previous planner's performance and the shortfalls with this document. Patmore suggested before sending the document for legal review, have the Planning Commission review the document first. There are too many errors in cross referencing, as well as reformatting, punctuation and spelling.

Petroskey noted that a planner should have made it a more user-friendly document.

Tom Nixon stated the PC needs three things:

1. We need a new planner
2. We need to have expertise
3. Suggested the PC utilize the same consultant as the village used for their Master Plan.

Patmore- the SB Twp Board has started the process of securing a planning consultant firm. SB Twp Board is responsible for hiring a firm. The legal department has the original Z.O. document for review and has looked at the administrative portion only, they are not reviewing the beginning of the document. Patmore will submit the new document with edits at a later date. A potential goal is to have a new planner work on the Zoning Ordinance Overhaul first and then utilize the same firm for the Planning Commission's Master Plan. First review it, if changes are needed, make changes and have it revised.

Nixon: A decision needs to be made regarding public comments-

Community survey vs Public Hearing. Which one will gather more information? We need to get sufficient input from the public to make good decisions.

Zoning Ordinance Overhaul Review- Continued

Corrections per Commissioner Miller:

- 1- 3.9.2A move chart from page 38 so that the correct reference can be made to figure 3
- 2- Page 25 Definitions: Church = Christian Gathering, seek professional advice for an accurate definition
- 3- Page 10.4 & page 10.6 A 1B, C, D & F Article 10: district standards regarding parking still in question

APPROVED MINUTES

- 4- References: suggests having a professional confirm/ reconfirm all references made in document
- 5- Definitions: Wind Structure Energy and Radio Antenna
- 6- Double check entire document for ALL spelling, punctuation and reference errors.

Corrections per Commissioner Nixon:

- 1- Definition: Manufactured Housing- If it is used in the Zoning Ordinance, then yes, it needs to be defined. If it is not used, it is OK to remove the term.

Corrections per Commissioner McClure:

- 1- Article #2 was previously reviewed.
- 2- Home Occupation: see 14.2 add the letter "P" under Permitted Use for all districts, these are the conditions.
- 3- 14.3.3 schedule of uses-discussed as to what terms are deemed "P". Screening fence, fences, dock and mooring, agricultural farmstands, residential farmstands: change all these to "P".
- 4- 14. 3.2 AG Farmstand C1 and C2: waterfront to farmstand assign "P" across the board
- 5- Flexible Residential Development FRD under duplex housing/Neighborhood Residential Uses
- 6- 14.4.2 AG-Based Operations- not on the chart. Some terms are not defined on the chart, either list all or just put "AG-Based Operations".
- 7- Patmore suggested 14.4.2 moving the whole section to 14.5, all agreed.
- 8- Discussed Wineries & Cideries under AG tourism, invest in separate section under Special Land Uses.
- 9- Move Wineries and Cideries to bottom of chart, only AG District as a SUP
- 10- Need to add Wineries to Zoning Ordinance
- 11- 14.5.1 Wineries and Cideries
 - verbiage from current ordinance
 - allow Special Use Permit in C1

Reports:

Zoning Administrator Steve Patmore submitted Report:

1. Working on Neighborhood Residential District and Accessory Dwelling Units in AG- suggested commissioners work on Z.O. independently so that each can get into discussion based on what each feels is important, also so that more items are covered.
2. 2023 year in review was above average.
3. Leland Township gave approval for a tower in Lake Leelanau area on the Bruce Price's property. Steve sent info to Leland Township regarding Suttons Bay Township's approval for a monopole on Andy Brandt's property. Leland voted to approve an ATT tower.
4. Renewable Energy- Steve shared information that he learned at a seminar.
5. Eagle project is in email dated 1/17/24.
6. End of Knorr Dr is a wetland area.

Planner- The Township does not have a planner under contract at this time.

Township Board: Eric Carlson reported on Township Board Meeting

1. Per Debbie Slocombe- she is working with Larry Mawby and Peninsula Housing independently. She is not representing the SB Township board; the Township is not working with this group as part of a commission.
2. The SB Township Board is eager to find a new planner and has the budget to hire one; the SB Township Board of ~~commissioners~~ Trustees is putting out feelers and looking to make a recommendation for potential planner. They'll add this item to their agenda and proceed to hire someone. Once that person/firm is hired, the SB Twp Planning Commission will likely also utilize that firm.

Chair Comments: Chair Tom Koernke

Regarding the Zoning Ordinance Overhaul – Tom recommended to keep moving forward. The SB Twp PC will go over corrections as each meeting will allow. The PC will still conduct regular meetings and continue the ZO Overhaul review.

Commissioners' Comments

Dorothy Petroskey offered hard copies of packets to the Planning Commission. She said if commissioners want hard copies of the packet, please call her office by Thursdays and she will print and have copies available for the meeting.

Commissioner ~~Tim~~ Tom Nixon took his oath of office as a commissioner on the SB Twp Planning Commission today in front of the Township Clerk Jean Moe. He said it was very interesting process and recommends that all commissioners reaffirm their oath as their terms renew.

Public Comment

None

Next Regular Meeting – February 06, 2024

Adjournment: 8:07 PM by Chair Tom Koernke

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