

**AGENDA
SUTTONS BAY TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
95 W 4th Street, Suttons Bay
Tuesday, April 2, 2024
6:00 PM**

THE MEETING WILL BE HELD AT SUTTONS BAY TOWNSHIP OFFICE at 95 W 4th Street, Suttons Bay. The public may participate in person. **Zoom access is for Viewing only.**

<https://us02web.zoom.us/j/84670599520?pwd=ZVdvZDIzbHNzTFczTlhNQjNnbmIHZz09>

Meeting ID: 846 7059 9520 Passcode: 529952 +1 312 626 6799

Call to Order and Notation of Quorum

Approval of Agenda

Public Comment

Conflict of Interest

Approval of Minutes: March 5, 2024

Items of Discussion/Consideration:

1. Update on Professional review of Zoning Ordinance
2. Continued Discussion and Consideration Amendment to Existing Ordinance - Neighborhood Residential Zoning District
3. Master Plan Five-Year Review – Adopt Resolution on 5-Year Review

Reports:

Zoning Administrator	Steve Patmore
Planner:	
Township Board:	Eric Carlson
Chair Comments:	Tom Koernke

Commissioners' Comments

Public Comment

Next Regular Meeting – May 7, 2024

Adjournment (8:00 PM unless extended by a motion.)

Commission Packets can be viewed at: <https://www.leelanau.gov/suttonsbaytwppln.asp>

This meeting is a session of the Suttons Bay Township Planning Commission held in public for the purpose of conducting the Commission's business and is not to be considered a public community meeting. There is time set aside for public comment during the meeting as noted on the Agenda, and the Planning Commission welcomes the public's input at that time.

**DRAFT MINUTES
SUTTONS BAY TOWNSHIP
PLANNING COMMISSION REGULAR MEETING
95 W 4th Street, Suttons Bay
Tuesday, March 05, 2024
6:00 PM**

Minutes being recorded for the purpose of transcription by recording secretary, Mary Kuznicki who was unable to attend the meeting.

Call to Order and Notation of Quorum

Call to Order at 6:01p.m. on Tuesday, March 05, 2024 by Chair Tom Koernke. Quorum noted.

Members Present: Chairman Tom Koernke, Andy Brandt, Eric Carlson, John Clark,
Dee McClure, & Tom Nixon

Members Absent: Don Gregory (listened via Zoom), Rhoda Johnson & Patti Miller

Staff Present: Zoning Administrator Steve Patmore

3 guests present in the audience.

Approval of Agenda

Motion by Commissioner McClure to approve the Agenda as-presented.

2nd by Commissioner John Clark, Agenda approved.

Public Comment:

Chair Koernke opened the floor to Public Comment.

1. Roger Karstofsky and his wife Candy, Lake Leelanau Drive, Lake Leelanau:
Mr. Karstofsky mentioned that he saw that the draft zoning ordinance on the website had new standards listed for waterfront properties including a smaller lot size and 100-foot road frontage requirement. He wondered when these changes might become effective, as he has a lot that could be split under the proposed new standards. He also wondered how he might get approved if he didn't quite have 100 feet.

Chair Koernke response: The draft zoning ordinance overhaul is under review by a professional planner, and we are expecting a report in a couple months.

ZA Patmore questioned if the planning commission's goal for this district is to create more waterfront lots on Lake Leelanau. How would the Lake Association react? There was a PC subcommittee that recommended these standards, and we don't know if they considered the creation of new lakefront lots in their discussion.

2. Larry Mawby, Suttons Bay Village resident and representative of Peninsula Housing:
Is in attendance to support of item #1 on the agenda, potential amendment to the existing Z.O. to provide neighborhood zoning district.

Conflict of Interest: None

Approval of Minutes:

February 6, 2024, Meeting Minutes

Suggested edits to minutes from February 6th by commissioner Nixon:

Page 3, Public Comment: “encouraged to check references” add Larry Mawby as person making the comment.

Motion to approve minutes with edit by Commissioner Nixon, 2nd by Commissioner Clark, minutes approved as submitted with one edit.

Items of Discussion/Consideration:

**1. Continued Discussion and Consideration Amendment to Existing Ordinance –
Neighborhood Residential Zoning District**

ZA Steve Patmore presented rough draft to the PC

- use lots as is or create new lots
- increase density by adding more lots / per acre

Excerpts from the city of Frankfurt submitted to PC. Affordable qualified housing document shows city of Frankfurt has attainable workforce housing development options. Frankfurt is really making an effort to offer workforce housing in the city. They have flexible development options. We realize all won't apply to Suttons Bay Township. Several options are:

- a cottage court
- a duplex standard
- a row house standard
- a townhouse standard
- a multi-plex development standard

As stated in the Frankfurt document, they do have a maximum of 900 sq ft with regards to the footprint for a single-family home (see page 6). PC reviewed sizes and charts.

Patmore indicated he would like to incorporate some of these into the workforce housing district / new neighborhood residential district for Suttons Bay Township. Discussion on gross acre density versus buildable density, which includes removing planting areas, setbacks etc. and density bonuses. Chair Koernke suggested the commissioners continue making suggestions to help ZA Patmore prepare to add some of these adjustments to the Suttons Bay Township zoning ordinance. It was commented that garages do not count as livable area nor do porches or decks. It was noted that currently a family of four must have an income of \$100,000 to purchase housing at \$250,000 or less in Leelanau County.

Commissioner Nixon: In this zoning ordinance it was suggested we include a minimum as well as a maximum or leave it in the hands of builders? Should we consider a 600 sq ft minimum and a 900 ft sq maximum? A minimum is set to protect the value of neighborhoods. 500 square foot and 600 square foot homes have also been talked about. There are homes in Leelanau County that are 20' x 20' buildings which equals 400 sq ft. This brings up concerns about the value of homes in historical neighborhoods.

Question: Is it necessary to have a maximum and a minimum for a single value home? At this time, Suttons Bay Village has no minimum square footage for a single-family home.

Public Comment: Why are we talking about low-income housing?

Response 1: Commissioner Nixon stated average age of person living in Leelanau County was 69 a couple of years ago and for a working person trying to afford a home in Leelanau County, such as a firefighter, a teacher, a grocery clerk, the potential is to give them the opportunity to live where they work.

Public Comment: Why is there focus on trying to wreck the style of living, safe place, comfortable living that we have moved up here for?

Response 2: Commissioner McClure: the average home price in Leelanau County is approximately \$750,000 which means a family would have to earn \$300,000 to be able afford a home in Leelanau County. This is all due to economic change, land price change and even being voted the most beautiful place to live in the country. We are trying to provide the opportunity for developers, if they so desire, and, if it is deemed so, economically sensible, to provide more housing options. Gave an example of an ambulance driver that can't afford to live here where we need him to work. We are competing for drivers and all workers, if they can live in Traverse City, why would they commute to Leelanau County? Why wouldn't they live there and work here? It's a real challenge, and not just here. All of northern Michigan is having the same challenge/problem.

Commissioner Nixon: 23 years ago, 100-foot lot of water frontage was at a cost of \$35,000 which equals \$350.00 per foot. Now the same lot is equal to \$3500 to \$4000 per foot of water frontage. Per Larry Mawby: Footage along the Bay is anywhere between \$7,300 to \$10,000 per foot.

Chair Koernke called the meeting back to order to continue the agenda. He encouraged Patmore to get drawings and some of the content from the Frankfurt document into the Suttons Bay Township Zoning Ordinance, agreed that commissioners liked the format and the information in it, document was very easy to use.

Commissioner McClure discussed ZERO lot lines and how that would impact neighborhoods and adjoining properties. Zero lot line generally refers to condominiums, condo duplexes, used more as a reference in cities, if buildings are not attached there is a need for more space in between.

Patmore ask the PC if it was OK to use some of Frankfurt City's Zoning Ordinance ideas into the new Suttons Bay Township Zoning Ordinance, get ideas from other communities that have done it before? Amenities would include:

- linking properties together such as trails or sidewalks
- open spaces
- proximity to Herman Park
- swing sets, sandboxes examples in common spaces
- outdoor picnic/cooking areas

Other discussion:

-On site septic can be used as common playground areas

-Suttons Bay's Master Plan: includes the area adjacent to the village would be similar as a village plan, they want sidewalks but if there are no sidewalks in village or nearby, then none should be required or installed in the new area.

-discussion on minimum and maximums-

Leave up to builder or define?

Neighborhood appearance: consideration or concern

Planning Commission needs to do research to make recommendation like having min/max based on building type.

-discussion on Frankfurt city zoning ordinance; housing, employment, and density bonus.

Patmore was encouraged to adopt some of the Frankfurt ZO ideas.

-septic systems could be on an easement and not on an individual's property. If this was the case the subject ground could be used as part of the open space for playground, etc., uses

2. Continued Discussion and Consideration Amendment to Existing Ordinance – Guest Houses / ADU's in Agricultural Zoning District

ZA Steve Patmore on definition of guesthouse without using the word guest incomplete.

No objection to the concept of a guest house

Steve will get that into the new ordinance and format

other comments: chair corn key asked about a timing standpoint trying to track both items at the same time. Steve suggested to see how they look at the April meeting and if they're getting close, he said yes, he would like to do them together and get public comment. Chair Koernke stated he'd prefer not to have the Planning Commission meet twice a month during the summer months.

3. Master Plan Five-Year Review – Checklist from MSU Extension

Steve comprised a checklist that asks a series of questions when going through the current SB Twp Master Plan:

Is there new or more information that has become available since the current master plan which is dated 2011? The answer is yes.

- a. Current master plan is dated 2011, information was taken from the 2000 census. Since then, a census was taken in 2010 and 2020. Demographics and home ownership trends have changed dramatically since both those censuses were taken.
- b. Balance of housing is more unbalanced meaning there is a more substantial number of high-end housing versus low-end housing
- c. Many of the references in the current Master Plan were regarding SB Village because this was a joint plan between the Village and the Township. The 2011 SB Village & Twp Master Plan had references in it which do not apply any longer, they apply more to the Village. Therefore, the answer to the questions is YES, a lot of new information has become available, and a new master plan should be designed for the Township.

When we say updating, we will actually be creating and designing a new Master Plan. Goals and objectives are good but refer more to the Village and not the Township. The master plan needs to be more realistic; implementation will be a guide as to what can be done, ie.: we're going to create a neighborhood district versus not solving the housing problem. Lastly, the new master plan must be usable in everyday planning, it is not meant to sit on a shelf, and not only used as a map for reference. For clarification, master plans are to be reviewed every five years but continue working as a set of goals to be achieved within 20 years. Master plans should be rewritten every 20 years.

Steve will propose a resolution next month for the SB Township Planning Commission to request the Suttons Bay Township Board secure a planner to review the 5-year Master Plan within the goals and boundaries of the Planning Commission. The document should be shortened and to the point.

Reports:

- Zoning Administrator Steve Patmore:

A few homes added, Short Term Rental permits are being renewed under the new ordinance. Host compliance currently supplies a list, will get them to add/expand the AG district to list. Giffell's report will not be ready for commission to review prior to the April meeting, but likely ready for the May Meeting. Trudy Galla, former county planner was discussed to retain her services through her current company as planner for SB Twp Board. Monthly retainer or hourly, could take load off of ZA Patmore and submit grants to the state to offset planning expenses to Township.

- Planner: None
- SB Township Board Report: Commissioner Carlson: The next Township Board meeting will be on March 27th at 5:15 PM. The Township Board is aware of what's going on at the Planning Commission meetings. Commissioner Carlson will keep them up to date and get someone to review the Master Plan. The document is only 30 pages with an additional one or two pages of notes.

Commissioner Nixon stated that a part time planner that could be on reserved and have some additional funding would be a great consultant for the Township. Trudy Galla would be a benefit to attend on our behalf, she could help with ZA Steve Patmore; she has achieved national status. Commissioner Carlson could pass along to the board and Trudy a recommendation to secure her as a planner. He will see if she is interested and if there's a possibility. Trudy will see if her current employer is willing to be in the planning service industry. Suttons Bay Township could consider her not as a monthly employee but only on retainer and pay as needed, potentially with an hourly pay.

Chair Comments

Chair Koernke shared with the commissioners of the SB Twp Planning Commission that Commissioner Dee McClure is resigning after 9 years of service. She joined the Planning Commission about the same time as Commissioner Johnson. Don Gregory will also be gone soon as well. He has served over 29 years with the Planning Commission. The Commission has been truly fortunate to have them for their years of experience and service. Both will be missed.

Commissioners' Comments

Commissioner McClure noted that commissioner Gregory's service of 30 years has been an exceptional public service. He has given both great insight and historical knowledge that have been extremely useful. Don has been a great public servant.

Commissioner Nixon asked the Planning Commission to consider attending workshops. Topics may vary, speakers can be brought into workshops to discuss current topic of interest. If the

commissioners have a topic that they're interested in having a speaker give advice on, please send that information to Commissioner Nixon in the next month or so.

Public Comment

Don Gregory (via Zoom)

- Affordable housing continues to be an issue.
- Regarding the Master Plan please consider this information:
 1. Leelanau county is one of the most 5 ideal places to live.
 2. Agricultural farming has had the toughest time this year over the last three years and more so than in the past 20 years.
 3. Agricultural landowners have been hit with reassessments anywhere from between 40 to 65% increase.
 4. The majority of Suttons Bay agricultural landowners are over retirement age.

These things are coming together that you are facing. The amount of land coming out of agricultural into residential is going to increase exponentially over the next five years. These are the things that the Planning Commission must address as it looks at creating a new master plan. Because of the step up in value at the time property is sold, there will be an exceedingly small amount of land that will move from agricultural back into agricultural. It is because of the cost increase that this will not make sense.

Larry Mawby: Thank you to Don Gregory for all his work on the Planning Commission and to all the commissioners for their work. Regarding the Zoning Ordinance: the potential amendment and the neighborhood district: if the new amendment is too much work, is it possible for the commission to considered adding a simpler amendment and make changes or amendments later to expedite things currently? Then work out the details on an amendment at a later date. The target date for the zoning ordinance to be in effect is November of 2024 so that potential Housing Contractors with building plans could be in place for 2025.

Next Regular Meeting – April 02, 2024

Adjournment: 7:45 PM by Chair Tom Koernke

Minutes submitted by Mary Kuznicki, Recording Secretary

Dee McClure, Secretary

Page 1 of Minutes reviewed by Staff.

MEMO

March 28, 2024

To: Suttons Bay Township PC

From: Steve Patmore, Zoning Administrator

Re: April 2, 2024 PC Meeting

I am finalizing the following two items and will send them out separately:

- New Neighborhood Residential District language.
- Proposed Resolution to recommend that the 2011 Suttons Bay Joint Master Plan be updated by Suttons Bay Township.

Steve

ZONING ADMINISTRATOR'S REPORT

SUTTONS BAY TOWNSHIP

MARCH 2024 (to-date)

For April 2024 PC Meeting

Prepared by Steve Patmore, March 27, 2024

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
March 2024 (to-date)	1	1	0	0	0
Year To Date	4	3	0	1	0
Year to date 2023	5	2	2	1	0
Year to date 2022	12	5	5	2	0
Year to date 2021	6	4	1	1	0
Year to date 2020	2	0	0	1	1
Year to date 2019	5	4	1	0	0
Year to date 2018	6	4	1	1	0
Year to date 2017	5	0	2	2	1
Year to date 2016	5	2	1	1	1

LUP 24-004 2201 N. Beaudwin Creek Rd. New Single-Family Dwelling

Another single-family dwelling permit in progress.

Revisions to existing permits

Land Divisions:

- Several inquiries on potential splits.
- One division approved involving "exempt" divisions

Zoning Board of Appeals:

- No Activity

Short Term Rentals:

- 50 short term rental permits issued so far for 2024
- Applications coming in.
- Many questions on the new ordinance.

Other:

- Inquiries and meetings with property owners on potential land uses.
- FEMA Flood Plain monthly workshops.
- Master Plan Review
- Discussions with property owner on a potential request for changes to current Waste Management District zoning language.