

**AGENDA**  
**SUTTONS BAY TOWNSHIP PLANNING COMMISSION**  
**REGULAR MEETING**  
**95 W 4<sup>th</sup> Street, Suttons Bay**  
**Tuesday, March 5, 2024**  
**6:00 PM**

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

<https://us02web.zoom.us/j/82533921089?pwd=b3lXZD1QvQnJRdzQySXRJVjMxWTdadz09>

Meeting ID: 825 3392 1089      Passcode: 152123      +1 312 626 6799

**Call to Order and Notation of Quorum**

**Approval of Agenda**

**Public Comment**

**Conflict of Interest**

**Approval of Minutes:**      February 6, 2024

**Items of Discussion/Consideration:**

1. **Continued Discussion and Consideration Amendment to Existing Ordinance - Neighborhood Residential Zoning District**
2. **Continued Discussion and Consideration Amendment to Existing Ordinance - Guest Houses / ADU's in Agricultural Zoning District**
3. **Master Plan Five-Year Review – Checklist from MSU Extension**

**Reports:**

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

**Commissioners' Comments**

**Public Comment**

**Next Regular Meeting - April 2, 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, February 06, 2024  
6:00 PM**

**Call to Order and Notation of Quorum**

Call to Order at 6:04p.m. on Tuesday, February 06, 2024. Quorum Noted.

Commissioners Roll Call: Chairman Tom Koernke, Andy Brandt, Don Gregory, Rhoda Johnson, Dee McClure, Patti Miller, Tom Nixon

Excused Absent: Eric Carlson, John Clark

Staff: Steve Patmore, Mary Kuznicki

**Approval of Agenda**

Motion Agenda as presented without correction by Commissioner Andy Brandt, 2<sup>nd</sup>:  
Commissioner Dee McClure, Agenda approved.

**Public Comment:** Guests in attendance: Larry Mawby, Richard Baldwin, Michelle Baldwin.  
Larry Mawby of Peninsula Housing - Commented on item 2 of the 2/06/24 agenda referencing Article 6) He said it's a good start and is more robust than what currently exists. Referencing 6.3.B.2) 1000 sq ft may get pushback from builders. Also 6.3.B.6) currently there are no sidewalks in many neighborhoods, probably cannot enforce this. Special Uses needs a bit of review, items should be *optional* and not *required*.  
Michelle Baldwin - Commented on park proximity, may not need 6.3.B.5. Also, she agreed with Mawby that 1000 sq ft may be too small when a builder is designing a three-bedroom home with ample living space.

**Conflict of Interest: None**

**Approval of Minutes:**

January 16, 2024, Meeting Minutes

Motion to approve minutes with edits by Commissioner Tom Nixon, 2<sup>nd</sup> by  
Commissioner Patty Miller, motion passed.

**Items of Discussion/Consideration:**

1. Zoning Ordinance Overhaul Project:

Proposals were requested from 2 planning firms to review the zoning ordinance overhaul proposed by the Suttons Bay Township Planning Commission. Giffels and Webster was the first proposal received. Chair Koernke and Steve Patmore engaged in a zoom interview with a company representative and were impressed with the feedback. Patmore asked for submissions by February 2, 2024, if possible, however, Beckett and Raider submitted their support proposal after the deadline. Discussion ensued among the commissioners to review both proposals and submit individual preferences within the next week to the Suttons Bay Township Board. The planning commission's hope is that the SB Twp Board will make a motion to hire one of the two

firms in the next week. The SB Twp budget has a line item to hire a planning firm for the Zoning Ordinance Overhaul. The SB Twp PC would ask for adjustment to include a planner to oversee the Master Plan in the coming year as well.

Housing Readiness Community – we're not there yet.

SB Twp Board of Trustees will meet on Wednesday 2/14/24 with the planning firms' proposals on their agenda.

Giffels & Webster committed to a timeline of three months to review (only) the ordinance. This does not include repairs or completing a final draft.

Koernke suggest that we submit both proposals to the SB Twp Board, particularly because both firms have experience with the Township on prior tasks.

Commissioner Gregory feels that he needs to see more dollars in the estimates to complete the project. There were only two amounts given in the proposal submitted by Giffels and Webster. Patmore can find out what Giffels charged SB Twp for the Master Plan and will share that with the SB Twp board.

A motion was made by Andy Brandt to recommend the SB Twp Board of Trustees review the two submitted planning firm contracts and proceed/secure one firm, motion 2nd by Patti Miller, all Ayes, motion passed.

All commissioners agreed to send ZA Steve Patmore their planning firm choice and he will submit a recommendation to the SB Twp Board at their next meeting on Feb 14, 2024.

Don Gregory made a motion to ask the SB Twp Board to include monies in the 2024-2025 budget for

1. a Township Planning Service Contract for the ZOO and
2. to review and the adopt the Township's Master Plan

Motion 2<sup>nd</sup> by commissioner Tom Nixon, all Ayes, motion passed.

Don Gregory shared the commissioners' dissatisfaction of services received by Networks Northwest.

Tom Nixon said it might be wise to withhold comments until the SB Township secures a new planning firm.

## 2. Neighborhood Residential Zoning District Amendment:

ZA Steve Patmore said that the SB Twp was using the old Article 8 and now the Township will use the new Article 6 to get it into the new ordinance. The article is technically a vacant chapter. Commissioners and Guests discussed work-force housing, buildable-area, and density on gross area. The term "Barn-dominium" was discussed, may need definition in terms section.

**Section 6.3 Special Uses:**

- B 2. Suggested to add the word *additional* when referring to the 2 units per acre, for a maximum of 10 units.
- B 5. thru B 7. Suggested to remove the word *Must* with *Should* at the beginning of each provision, or possibly eliminate all three items.

**Section 6.4 Area, Height and Placement Regulations:**

A., B. & C. – These are all standards, Regarding B.- Illustrations are lacking on 2.0

**3. Guest Houses/ADU's In Agricultural Zoning District Amendment**

**4. Master Plan 5-Year Review – Checklist from MSU Extension**

See ZA Steve Patmore's cover sheet, topic will be added for discussion on next month's agenda.

**Reports:**

- Zoning Administrator Steve Patmore submitted report:  
Building permits were light last month but that is normal for January. The SB Township is currently in the middle of renewing and offering new permits to Short Term Rentals (STRs), the new ordinance went to an to affect October 2023. The AG district STRs need permits now, they are not exempt or grandfathered in under old STR permits.
- Planner: No Report.
- Township Board: No Report.
- Chair Comments: Chair Koernke reiterated that Commissioners should get their comments to ZA Steve Patmore regarding both proposals for a new planner in time for the SB Township Board meeting.

**Commissioners' Comments**

None

**Public Comment**

The Planning Commission was encouraged to check references on both Planning firms that submitted proposals regarding pricing on each task. Advised, when choosing a planning firm- the best prediction of future performance can be based on previous performance.

**Next Regular Meeting – March 05, 2024**

**Adjournment:** 7:55 PM by Chair Tom Koernke

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