

ZONING ADMINISTRATOR'S REPORT

SUTTONS BAY TOWNSHIP

JANUARY/FEBRUARY 2024

For March 2024 PC & Board Meeting

Prepared by Steve Patmore, March 4, 2024

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
Jan/Feb 2024	3	2	0	1	0
Year To Date	3	2	0	1	0
Year to date 2023	4	1	2	1	0
Year to date 2022	8	4	3	1	0
Year to date 2021	3	2	0	1	0
Year to date 2020	2	0	0	1	1
Year to date 2019	2	2	0	0	0
Year to date 2018	1	1	0	0	0
Year to date 2017	3	0	2	1	0
Year to date 2016	0	0	0	0	0

LUP 24-001 10700 Easling Dr.

LUP 24-002 1425 S. Nanagosa Tr

LUP 24-003 2250 N. Mork Rd.

Accessory Building

New Single-Family Dwelling

New Single-Family Dwelling

Revisions to existing permits

Land Divisions:

- Several inquiries on potential splits.

Zoning Board of Appeals:

- No Activity

Short Term Rentals:

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

Other:

- Inquiries and meetings with property owners on potential land uses and the new zoning ordinance.
- FEMA Flood Plain workshop.
- Workshop on Renewable Energy Legislation.
- Looking into PC Training.
- Zoning Ordinance Review

MATERIALS
FROM
FEBRUARY 6, 2024
PC MEETING

AGENDA ITEM 3

FEBRUARY 6, 2024 PC MEETING

SUTTONS BAY TOWNSHIP PLANNING COMMISSION

#3: Possible Amendment to the existing Zoning Ordinance - Allowing Guest Houses and Accessory Dwellings to the Agricultural Zoning District

Background:

While the complete draft of the ZOO is being reviewed, it was discussed that some of the key, long awaited components of the revised ordinance could, in the meantime, be adopted into the existing zoning ordinance.

One of these issues is the allowance of Guest Houses / ADU's in the Agricultural Zoning District. The 2011 Suttons Bay Community Joint Master Plan calls for the creation of varied housing types in the township.

It should be noted that Guest Houses are currently allowed in the Residential Zoning District, but not the Agricultural District. This was probably an oversight, as the Guest House should have less of an impact in the Agricultural District than the Residential District.

Many property owners have inquired about having a Guest House in the Agricultural Zoning District.

The language is in the form of a Zoning Ordinance Amendment by amending Article 4 to allow these uses as a Use with Conditions.

Attached is some draft language.

Options for Action:

- *Refer questions on the draft back to Staff*

Or

- *Make revisions and schedule a Public Hearing on the proposed amendment.*

(over)

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AGENDA ITEM 3

FEBRUARY 6, 2024 PC MEETING

SUTTONS BAY TOWNSHIP PLANNING COMMISSION

#3: Possible Amendment to the existing Zoning Ordinance - Allowing Guest Houses and Accessory Dwellings to the Agricultural Zoning District

I. Current Definitions:

GUEST HOUSE: An accessory building located on the same lot as the principal dwelling, used for housing guests. A guest house may have sleeping and toilet accommodations.

DWELLING UNIT, ACCESSORY: A separate dwelling unit, contained within the structure of a single family dwelling or added to it.

II. Amendment to Section 4.3 Uses Allowed With Conditions in the Agricultural Zoning District

SECTION 4.3 USES PERMITTED WITH CONDITIONS

These uses are permitted if they meet the requirements listed or referenced for the particular use.

Add New Item 4.3.Q Guest Houses and Accessory Dwelling Units

Guest Houses or Accessory Dwelling Units, provided:

1. One Guest House or Accessory Dwelling Unit shall be allowed per parcel.
2. Guest Houses and Accessory Dwelling Units created after the date of this amendment shall not be allowed to be used as a Short-Term Rental.
3. Guest Houses and Accessory Dwelling Units shall meet the setback requirements for a primary structure.
4. Guest Houses and Accessory Dwelling Units are limited in size to a footprint of 800 square feet, not including porches or decks.
5. Guest Houses and Accessory Dwelling Units shall have well and septic approval from the Health Department or Municipality.

ARTICLE 6

NEIGHBORHOOD RESIDENTIAL DISTRICT

SECTION 6.1 INTENT AND PURPOSE

This district, which was outlined in the 2011 Joint Master Plan, is intended to be located in proximity to the Village of Suttons Bay. Neighborhood Residential includes a variety of residential housing types including detached single-family homes, duplexes, townhouses, and apartments. The Neighborhood Residential District will generally have the characteristics of traditional neighborhood design, such as a grid street system, sidewalks, small lots, and shallow setbacks. A modest mix of non-residential uses might be allowed to address the needs of neighborhood residents.

It is the intent of this district that parcels be developed as a coordinated neighborhood with a variety of housing types and located in close proximity to each other.

SECTION 6.2 USES PERMITTED BY RIGHT WITH CONDITIONS

- A. One Single-Family Dwelling per lot or parcel, including Mobile Homes.
- B. One Duplex per lot or parcel.
- C. One Multi-Family Building per lot or parcel, with up to a density of 8 units per acre.
- D. Accessory Uses or Structures customarily accessory, secondary, and clearly incidental to the principal uses listed herein, provided that there is a principal permitted use already existing on the parcel or being constructed simultaneously.
- E. Accessory Recreation Facilities of non-commercial nature, including parks and trails.
- F. Adult Foster Care Family Care and Adult Small Group Homes. (add conditions)
- G. Adult day Care
- F. Child Care Family Homes.
- G. Home Occupation, provided they meet the requirements of Article III General Provisions, Section 14.1 Home Occupations.
- H. Guest House and Accessory Dwelling Units, subject to the following restrictions:
 - 1. One per parcel.
 - 2. Maximum of 800 square feet.

3. County Health Department approval for connection to the existing septic system, or County Health Department permit for a new septic system.
 4. Cannot be used as a short-term rental.
- I. Bed and Breakfasts, provided they meet the requirements of Article III **General Provisions**, Section 14.3 Bed and Breakfasts.

SECTION 6.3 SPECIAL USES

- A. Home Business, provided they meet the requirements of Section 14.2 Home Businesses.
- B. Flexible Developments of Single-Family, Multi-Family and/or Duplex Housing
1. Residential Density of 8 dwelling units per acre.
 2. Increased Density of 2 units per acre for “qualified” affordable housing. (need to define)
 3. Maximum house size of 1000 sft. (need to define)
 4. Health Department and/or Municipal Approval of sewage disposal and water supply.
 5. Must provide a playground, open area, or trails.
 6. Must provide sidewalks and/or trails.
 7. Must meet landscaping & buffering.
 8. The PC would have the flexibility to allow different setbacks, lot size, parking, etc., based upon a few criteria. (such as traffic flow, buffer
- C. Consider some limited retail and/or service uses that could support the residential neighborhood uses. (deli, store, arcade,....)

SECTION 6.4 AREA, HEIGHT AND PLACEMENT REGULATIONS

- A. Minimum lot size for use-by-right uses:
- B. Setbacks with illustrations
- C. Maximum lot coverage and impervious surface coverage.

SUTTONS BAY TOWNSHIP PLANNING COMMISSION

FIVE-YEAR MASTER PLAN REVIEW

FEBRUARY 6, 2024

Short-form checklist – From MSU Extension Checklist #1-H

For the following short-form checklist, place a check-mark in the box next to each statement that applies to your community. Consider each statement within the time frame since your plan(s) was last updated or adopted.

New or more accurate information (i.e. census population, demographics, income, land use/land cover change, land use analysis, newer/better natural resource information such as soil surveys, economic data, service district maps, and so on) has become available since the creation of the current plan.

- 1. New Census Data is available for 2010 and 2020.*
- 2. The demographics of Suttons Bay Township have changed in the past 8 years – particularly after the pandemic in 2020-21. Home Ownership patterns and property prices have changed dramatically. The balance of housing has become more unbalanced.*
- 3. The 2011 Master Plan was adopted jointly with the Village of Suttons Bay. Since that time, the Village of Suttons Bay has adopted their own separate Master Plan. The 2011 Plan contains many references to the Village that do not apply any longer.*

The goals, objectives, and strategies have been met since the adoption of the plan and no longer provide guidance for a twenty-year time frame. *Not Applicable – the Goals in the 2011 Plan have not been met, However:*

- Many of the existing Goals and Objectives pertain to the Village of Suttons Bay, and would not apply to a Township-Only Master Plan.*
- The existing Goals and Strategies could be clarified in a new document.*

Therefore, it is recommended that the Goals, Objectives, and Strategies be updated from the 2011 Master Plan.

Major developments in the community or in nearby communities have affected the underlying principles, strategies, or land use needs in particular areas. *Not Applicable*

There has been a recurring or new issue in the community that is not addressed in the current plan (e.g. the community has expressed an interest in becoming a more walkable community, but the plan lacks language to reinforce this priority).

- The imbalance of housing was identified in the 2011 plan, however, based upon regional housing studies and public comment, it seems that the imbalance is getting worse. An*

updated plan would address the housing imbalance.

- *The fruit industry in Suttons Bay Township has experienced significant challenges in the past few years. The viability of fruit production in the township, combined with the need for housing, may put development pressure on current agricultural lands.*
- *Work at home trends have increased substantially.*
- *Renewable energy projects have been discussed.*

- The community leadership or agenda changed since the adoption of the current plan and there appears to be a shift in public priorities. *Not Applicable*
- There is an expressed need for additional space for new or expanding uses in the community (i.e. the future land use map within the plan and the timing of capital facilities as embodied in the plan is no longer adequate to serve existing and 10-20 year future needs) *Not Applicable*
- There are outstanding or decided lawsuits where the community process, plan, or ordinance was called into question and the community lost. *Not Applicable*
- The community attorney or professional planner advised an update of the plan. *The former township Planning Consultant had recommended that the 2011 Plan be reviewed.*
- The current plan does not include the elements of a zoning plan (and the community has zoning), *Not Applicable*
- The current plan does not include discussion of land for use for public transportation facilities (as of Dec. 23, 2010). *Not Applicable*
- The current plan does not include elements of an asset-based strategic economic development plan that is coordinated with a subregion and/or regional economic plan. *Not Applicable*
- The current plan does not include content on complete streets. *Not Applicable*

Possible Conclusions:

1. Update the Suttons Bay Township Master Plan

- *Eliminate the references to the Joint Master Plan.*
- *Update Census Data*
- *Compile Housing Data*
- *Obtain updated Public Input & Surveys on certain issues*

2. Based up the data gathered above, review the Goals and Objectives for revisions and develop a revised Implementation Plan.

A Professional Planning Firm should be retained to assist the township in this work, however, the emphasis should be on preparing a Plan with strong township input.

3. Once completed, the updated Plan should not sit on a shelf, and should be referenced and reviewed frequently by the Planning Commission with an emphasis on the Implementation Plan.