

**AGENDA
SUTTONS BAY TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
95 W 4th Street, Suttons Bay
Tuesday, January 16, 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.**

Join Zoom Meeting

<https://us02web.zoom.us/j/87199294404?pwd=NXA4bXJTTjRaM29MWWJvb2JXZXV0UT09>

Meeting ID: 871 9929 4404

Passcode: 625479

+1 312 626 6799

Call to Order and Notation of Quorum

Approval of Agenda

Public Comment

Conflict of Interest

Approval of Minutes: November 7, 2023
 December 5, 2023
 January 2, 2024

Items of Discussion/Consideration:

1. Election of Officers
2. Zoning Ordinance Overhaul Project

Reports:

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

Commissioners' Comments

Public Comment

Next Regular Meeting – February 6, 2024

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

Commission Packets can be viewed at: <https://www.leelanau.gov/suttonsbaytwppin.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, 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 copies of Oct 3rd and Nov 7th meeting recordings 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: ~~Doug Periard~~ 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

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

**DRAFT MINUTES
SUTTONS BAY TOWNSHIP
PLANNING COMMISSION WORKSHOP & SPECIAL MEETING
95 W 4th Street, Suttons Bay
Tuesday, January 02, 2024
6:00 PM**

Call to Order and Notation of Quorum

Call to Order at 5:58p.m. on Tuesday, January 02, 2024. Quorum noted.

Commissioners Role Call: Chairman Tom Koernke, Andy Brandt, Eric Carlson, Don Gregory, Rhoda Johnson, Dee McClure and Patti Miller present.

Absent: John Clark, Dennis Rathnaw

Staff: Steve Patmore, Mary Kuznicki

Approval of Agenda

Agenda for the SBT Planning Commission Workshop & Special Meeting. Motion: McClure, 2nd: Gregory, Agenda approved.

Public Comment: None

Conflict of Interest: None

Approval of Minutes:

No minutes up for approval at this workshop meeting.

Items of Discussion/Consideration:

1. Zoning Ordinance Overhaul Project - Review

Koernke & McClure met on Jan 02, 2024, to review Ordinance. 4 Areas for corrections to be made: Typo's, References made to proper page/subsections, consistency in use of terms and consistent formatting & indentations. Dorothy Petroskey will use some of her hours to make the above corrections per Koernke and McClure.

Patmore will work with Petroskey to remove 64 Terms & Definitions that are no longer needed in the document.

The following is a partial list of Terms & Definitions that were discussed as potential removal/editing from the Zoning Ordinance:

-Remove notations from previous ordinance under Condominium Act:

change the word "homeowner" to "co-owner" of Condo Association

-Cut-off shielding

-Lighting standards

-Drip Line (within trees)

-Duplex - requires better definition, Steve recommended using same definition as the Suttons Bay Village defines the term

-Dwelling- Single Family Attached Dwelling defined as a shared wall, not listed as a used term, put this one on hold, possible use in the condominium section.

- Farm - Right To Farm Act
- Fast Food Restaurants
- Filling Station
- Floor- usable area, keep this definition
- Garage = commercial
- Gas Station/Service Station- discussed 10.6 C.- Edit business service to read Filling, Gas & Service Station
- 10.2 C1- Permit Service Station with retail
- Group Home
- Guest Home (is an ADU), incorporate with ADU's
- Hotel/Motel (see Lodging which covers term & topic)
- Junk
- Law Enforcement Facility
- Light Industrial
- Lot Line Annotation
- LID: Low Impact Design
- Low Impact Food Processing- make global change to Low Intensity Processing
- Manufactured Homes, see mobile homes- they are very different, separate into two definitions
- Overlay Zone
- Parking Space- move definition to the standard section of definitions
- Planned Unit Development- possibly redefine later
- Point Of Light Source
- Primary Structure- allow amendment to add commercial/farming vs residential
- Residential Use Area-leave for future use
- Restaurant
- Sand and Gravel- add these definitions
- Solid Waste Transfer Station
- Storage – see "Commercial Storage", leave for now but potentially need to define Storage and remove "for profit"
- Streets- under secondary roads remove the word "secondary" but leave definition
- Accessory Structure- match to previous changes made
- Transient Tenant- refers to B&B renter. B&B guests are defined as transient tenants, remove the word transient in both definitions in section 14.4.3 (A1), add "30 days" to limit the length of stay
- Water's Edge- the term Water's Edge and Shoreline are intermingled. Use shoreline only throughout document.
- Watershed- state of Michigan rather than Eagle

Discussion by McClure on Article 2: Accessory Dwelling Units, definition given by Koernke.

Removed "Conditional Use"

Conservatory Greenhouse definition

Cottage Rental was deleted, it is allowed but no longer called that.

Extraction Sand and Gravel vs. Quarrying, Sand and Gravel Processing- add definition of Quarrying.

Medical Use: Medical Marijuana Act change name to Medical Use of Marijuana

Nursery - Area vs. Commercial Property - leave for now also Adult Daycare

See 6.5.E1- Shoreline Property Setback- described at Ordinary High Watermark, needs to be defined.

2.15 outdoor dining do we need to clarify dining? To customers?.

Parking Lot - do we need to define or just delete? OK to remove? Standards in #3 are very extensive, voted to delete.

Koernke made the motion at 7:59 PM to extend meeting to complete review of Ordinance edits.

Trails: Public Rec Trails add pedal-assisted and non- motorized pedal bikes (Class 1). No mopeds on rail, pedal-assisted refers to E-bikes. Make similar changes under trails to “non-motorized pedal assisted” and “non-motorized pedal bikes”.

Commissioners' Comments

Chair Koernke – Andy is not available for the Jan 16th meeting.

Commissioner McClure - January 16th meeting will be at normal business meeting as well as review #14 and all orange highlighted topics on the zoning ordinance document.

Chair Koernke: Tom has created a draft of 8.6 reviewing Neighborhood Housing Developments that reduces the property (lot) size and creates more affordable housing. The goal is to offer low- and moderate-income housing in an area with proximity to the village. Needs a friendly title/name for the development, will refer to housing with more density.

Koernke and McClure encouraged all commissioners to make and submit Zoning Ordinance edits to Petroskey and Patmore which will be included in the packet for the next meeting (Jan 16, 2024). Deadline for submissions is January 10, 2024. Packets will be ready by Jan 13th for commissioners to review prior to the Jan 16th meeting.

Public Comment

None

Next Regular Meeting – Tuesday, January 16, 2024

Adjournment: 8:10 PM by Chair Tom Koernke

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

ZONING ADMINISTRATOR'S REPORT

SUTTONS BAY TOWNSHIP

DECEMBER 2023

For January 2024 PC & Board Meeting

Prepared by Steve Patmore, January 4, 2024

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
December 2023	3	1	1	1	0
Year To Date	42	17	10	13	2
Year to date 2022	50	25	11	12	2
Year to date 2021	44	17	10	15	2
Year to date 2020	37	10	6	20	1
Year to date 2019	36	17	10	9	0
Year to date 2018	38	19	7	12	0
Year to date 2017	38	16	5	14	3
Year to date 2016	37	8	11	14	4
Year to date 2015	28	10	7	10	1

LUP 23-040 3000 N. Setterbo Rd. Accessory Building
LUP 23-041 85 N. Stony Point Rd. Addition
LUP 23-042 12060 E. Spinniker Ln. New Single-Family Dwelling

Revisions to existing permits

Land Divisions:

- Several inquiries on potential splits.

Zoning Board of Appeals:

- No Activity

Short Term Rentals:

- 47 short term rental permits issued for 2023
- Renewals for 2024 coming in.
- New Short Term Rental Ordinance.

Other:

- Follow up and inspections of Site Plan Reviews and Special Land Use Permits.
- Inquiries and meetings with property owners on potential land uses and the new zoning ordinance
- Research for Zoning Ordinance Overhaul.
- Site Plan Review follow-up – Wireless Communications Tower