

**AGENDA**  
**SUTTONS BAY TOWNSHIP PLANNING COMMISSION**  
**REGULAR MEETING**  
**95 W 4<sup>th</sup> Street, Suttons Bay**  
**Tuesday, June 6, 2023**  
**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 or by remote access through Zoom access by computer and smart phone using the following link:

Join Zoom Meeting

<https://us02web.zoom.us/j/88907216128?pwd=TmxneWx4eXdURFNNb20rZDRhRzRkQT09>

Meeting ID: 889 0721 6128      Passcode: 229911      +1 312 626 6799

**Call to Order and Notation of Quorum**

**Approval of Agenda**

**Public Comment**

**Conflict of Interest**

**Approval of Minutes:**      May 2, 2023 Meeting Minutes  
   May 16, 2023 Work Session-No Quorum Present

**Items of Discussion/Consideration:**

1. Zoning Ordinance Overhaul Project-Review Article 11, 10, 12 & 4

**Reports:**

Zoning Administrator	Steve Patmore
Planner:	Mathew Cooke, Networks Northwest
Township Board:	Doug Periard
Chair Comments:	Tom Koernke

**Commissioners' Comments**

**Public Comment**

**Next Regular Meeting – No July Meeting Scheduled-but can be added per Meeting Schedule**

**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 - May 2, 2023, 6:00 p.m. 95 W. 4th St., Suttons Bay, MI**

(The public may participate in person or by remote access through Zoom access by computer and smart phone - Meeting ID 881 7668 4728 Passcode 530779)

#### **Call to Order and Notation of Quorum**

Tom Koernke, Chair, called the regular meeting of the Suttons Bay Township Planning Commission to order on Tuesday, May 2, 2023, at 6:00 p.m.

#### **Roll call of Planning Commission:**

Present: Tom Koernke, Dee McClure, Dennis Rathnaw,  
Andy Brandt, Rhoda Johnson, Doug Periard,  
John Clark, Patti Miller, Don Gregory

Absent: None

Staff Present: Steve Patmore, Mathew Cooke

Chair Koernke declared a quorum of the Planning Commission present.

#### **Approval of Agenda**

*Rhoda Johnson/moved, Dee McClure/supported, to approve the Agenda as submitted, motion passed.*

#### **Public Comment**

Con

addressed new zoning ordinance - for his property worker housing and growing crops.

**Conflict of Interest - None.**

#### **Minutes - March 21, 2023**

*Patti Miller/moved, John Clark/supported, to approve the March 21, 2023 Minutes as submitted, motion passed.*

#### **April 4, 2023 Minutes -**

*Don Gregory/moved, Rhoda Johnson/supported, to approve the April 4, 2023 Minutes as corrected - John Clark and Andy Brandt were present, motion carried.*

#### **Items for Discussion/Consideration:**

1. 2022 Planning Commission Annual Report -

The 2022 Planning Commission Annual Report was submitted for review.

***Dennis Rathnaw/moved, Don Gregory/supported, to approve the 2022 Planning Commission Annual Report as presented, motion carried.***

**2. Suttons Bay Village Master Plan Review**

Steve Patmore asked the Planning Commission if they have reviewed Suttons Bay Village Master Plan. Comments are welcome. There were no comments from the Planning Commission regarding the Master Plan.

**3. Review of Draft Zoning Ordinance- Articles 10, 11, 12 & 4**

To begin the review, Steve Patmore gave an overview of Article 10. The Planning Commission reviewed and discussed Articles 10, 11, 12 & 4 of the Zoning Ordinance.

**REPORTS -**

Zoning Administrator - Steve Patmore submitted his Report.

Planner - Mathew Cooke did not have a report.

Twp Bd - Doug Periard - Township Board approved ice rink park being used for Cultural Festival. Korson rezoning approved.

Chair - Township property close to the Village does not have neighborhood residential.

Commissioner Comments - None

**Public Comment -** None.

**Special Meeting - May 16, 2023**

**Next Regular Meeting - June 6, 2023**

**ADJOURNMENT** - Chair Koernke adjourned the meeting at 8:01 p.m.

Minutes by Marge Johnson

Dee McClure, Secretary

**DRAFT MINUTES  
SUTTONS BAY TOWNSHIP PLANNING COMMISSION  
SPECIAL MEETING - MAY 16, 2023, 6:00 p.m.  
95 W. 4th St., Suttons Bay MI**

(The public may participate in person or by remote access through ZOOM access by computer and smart phone).

**Call to order**

Tom Koernke, Chair, called the Special Meeting of the Suttons Bay Township Planning Commission to order at 6:04 p.m.

Roll call of Planning Commissioners

Present: Tom Koernke, Andy Brandt, Rhoda Johnson

Absent and excused: Dee McClure, Patti Miller, Dennis Rathnaw, Don Gregory, Doug Periard, John Clark

Staff: Steve Patmore

Chair Koernke declared the meeting adjourned at 6:15 p.m. as no quorum was present.

**Adjournment**

Meeting adjourned at 6:15 p.m.

Mnotes by Marge Johnson

Dee McClure, Secretary

# ZONING ADMINISTRATOR'S REPORT

## SUTTONS BAY TOWNSHIP

MAY 2023

For June 2023 PC and Board Meetings

Prepared by Steve Patmore

### LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
<b>May 2023</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Year To Date</b>	<b>13</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>0</b>
Year to date 2022	20	5	5	2	0
Year to date 2021	17	10	2	4	1
Year to date 2020	15	8	5	2	0
Year to date 2019	13	8	1	4	0
Year to date 2018	17	5	3	7	2
Year to date 2017	11	4	3	3	1
Year to date 2016	9	3	2	3	1
Year to date 2015	15	8	5	2	0

LUP 23-012 Bayview Trail Accessory Building - Greenhouse  
LUP 23-013 Belanger Creek Dr. New Single-Family Dwelling  
2 Applications in process

### **Land Divisions:**

- Approved land division application for new parcel on Beudwin Creek Dr.
- Several Inquiries on splits

### **Zoning Board of Appeals:**

- No activity

### **Short Term Rentals:**

- 40 short term rental permits issued for 2023
- Short Term Rental Committee has proposed revisions for Twp Board consideration.

### **Other:**

- Follow up on Site Plan Reviews.
- Inquiries on potential Land Uses
- Application for Special Use Permit for a communication tower. Application was not complete. Considerable review and communication in process.
- New FEMA Flood Plain Maps – revision to ordinance.
- Research for Zoning Ordinance Overhaul.