

AGENDA
SUTTONS BAY TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
95 W 4th Street, Suttons Bay
Tuesday, May 2, 2023
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 or by remote access through Zoom access by computer and smart phone using the following link:

<https://us02web.zoom.us/j/88176684728?pwd=bHJZWVpBeEhDUDhwWjl1Qys4Qk1CZz09>

Meeting ID: 881 7668 4728 Passcode: 530779 +1 312 626 6799

Call to Order and Notation of Quorum

Approval of Agenda

Public Comment

Conflict of Interest

Approval of Minutes: March 21, 2023 and April 4, 2023 Meeting Minutes

Items of Discussion/Consideration:

1. 2022 Planning Commission Annual Report
2. Suttons Bay Village Master Plan Review
3. Zoning Ordinance Overhaul Project-Articles 10, 11, 12 & 4

Reports:

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

Commissioners' Comments

Public Comment

Special Meeting - May 16, 2023

Next Regular Meeting – June 6, 2023

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
SPECIAL MEETING - MARCH 21, 2023

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

Special Meeting for a Work Session on the Zoning Ordinance Overhaul Project

Call to Order and Notation of Quorum

Tom Koernke, Chair, called the Suttons Bay Township Planning Commission Special Meeting to order on Tuesday, March 21, 2023, at 6:02 p.m. at the Township Offices, 95 W. 4th St., Suttons Bay, MI.

Present: Tom Koernke, Dee McClure, Doug Periard, Rhoda Johnson, Patti Miller,
Don Gregory

Absent and excused: Andy Brandt, Dennis Rathnaw, John Clark

Staff Present: Steve Patmore, Mathew Cooke, Marge Johnson

Chair Koernke declared a quorum of the Planning Commission present.

Approval of the Agenda

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

Conflict of Interest - None.

Public Comment - None.

Zoning Ordinance Overhaul Project Review

Mathew Cooke, Steve Patmore, and the Planning Commissioners reviewed and discussed proposed changes to the zoning ordinance regarding Articles 6, 7, 8 and definitions.

Mathew Cooke excused himself from the meeting before it ended. Cooke will review the recording of the meeting, take notes and work on the zoning ordinance overhaul project.

Commissioners' Comments - None.

Public Comment - None

Next Meeting - April 4, 2023

April 18, 2023 Special Meeting

Adjournment - The meeting was adjourned at 8:08 p.m.

Marge Johnson, Recording Secretary
Dee McClure, Secretary

DRAFT MINUTES

SUTTONS BAY TOWNSHIP PLANNING COMMISSION REGULAR MEETING - APRIL 4, 2023

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, April 4, 2023, at 6:02 p.m. at the Suttons Bay Township Office, 95 W. 4th St., Suttons Bay, MI.

Present: Tom Koernke, Dee McClure, Rhoda Johnson, Patti Miller, Doug Periard,
Don Gregory

Absent: Andy Brandt, John Clark, Dennis Rathnaw

Staff: Steve Patmore arrived at 6:20 p.m., Marge Johnson

APPROVAL OF THE AGENDA

Dee McClure/moved, Patti Miller/supported, to approve the Agenda as submitted, carried.

CONFLICT OF INTEREST - None.

APPROVAL OF MINUTES

Doug Periard/moved, Dee McClure/supported, to approve the February 7, 2023 Minutes as amended, passed.

Don Gregory/moved, Rhoda Johnson/supported, to approve the March 7, 2023 Minutes as amended, passed.

PUBLIC COMMENT - None.

ITEMS OF DISCUSSION/CONSIDERATION

1. Update on the Application for Housing at 1054 S. Herman Road - Richard & Michele Baldwin

Steve Patmore submitted a written report describing the proposed changes to the Baldwin project. He added that this was not a new application, only an idea. He noted that while the current zoning ordinance allows up to 16 multi-family units on this property as a Special Land Use, (Agricultural Zoning District), the current ordinance only allows one (1) single-family dwelling per lot, and the minimum lot size is two (2) acres. Therefore, under current zoning, this parcel could have one single-family dwelling. In addition, the Draft Zoning Map indicates that this parcel could be zoned Neighborhood Residential in the future.

The Neighborhood Residential language (Article 8) does not have a density for single-family dwellings, but does have a minimum lot width of 60 feet and a minimum depth of 100' (6000 square feet). Steve suggested that maybe during the upcoming review of Article 8, the PC could have discussion on the potential to allow clustering within this zoning district under certain conditions. The Master Plan does

encourage a mixture of various housing types.

Richard and Michelle Baldwin made a presentation to the Planning Commission and addressed questions from the planning commission. The commission stated they would take this into consideration during the review of draft zoning ordinance.

2. Zoning Ordinance Overhaul Project

Staff update and research- Patmore provided potential language for adult day care and stated he was working on clarifications for definitions of duplex, accessory dwelling units and owner occupied based upon other zoning ordinances, research, and discussions with agencies such as Housing North. The planning commission continued Review of Article 6 – Shoreline Residential. Mathew Cooke will take the comments and make the required changes

REPORTS:

- Zoning Administrator - Steve Patmore submitted his Report.
- Planner – No Report
- Township Board – No Report
- Chair Comments – No report
- Commissioner's Comments

PUBLIC COMMENT:

Michelle Baldwin commented regarding timeline for Ordinance changes and Accessory Dwelling Units. Rachel Peplinski asked why comments from the commissioners were not reflected in the minutes regarding the denial of the rezoning.

NEXT MEETING: Special Meeting scheduled for April 25, 2023, 6 pm for Zoning Ordinance Review

ADJOURNMENT: The meeting was adjourned at 8:11 p.m.

Marge Johnson, Recording Secretary
Dee McClure, Secretary

Suttons Bay Township Planning Commission Annual Report 2022

May 2022 to April 2023

The Suttons Bay Township Planning Commission's Annual Report is presented to the Township Board every June. The Annual Report outlines the Planning Commission's work accomplished or in progress. 2022 marked the resume of more normal, in-person meetings for the Planning Commission. The Planning Commission was joined by Tom Koernke and John Clark who filled a vacancy and the new vacancy created by Tom Nixon transitioning to be Township Supervisor. Doug Periard assumed the role of Township Board representative from Tom Nixon. Tom Koernke took over as Planning Commission Chair from Dennis Rathnaw in January 2023.

Planning Commission Work

In May 2022, the Planning Commission approved the 9 Bean Rows Special Use Permit for seasonal worker housing. This was done with conditions such as State licensing requirements for seasonal worker housing and not allowing housing for general rental use.

From then through September 2022 meeting time was dedicated to resolving the Leelanau Water Sports Site Plan. After discussion and revisions by the applicant, the Planning Commission moved to approve with conditions such as setting a maximum of boats stored on the property and privacy fencing or tree buffers.

In November of 2022, the Planning Commission held a pre-application review meeting with Hugge Supply to examine the possible development of 14 units/11 buildings to offer conservation based housing. While there was some interest, there was more applicant work to be done before this can formally be brought forward.

The New Year brought back a Special Use Permit on Herman Road that was set to expire in January of 2023. The Planning Commission would need to consider approval of a re-application, although it was noted that nothing has changed in the Zoning Ordinance and that the project approval would be contingent on sewer issues being resolved. At the March 2023 meeting, the Planning Commission tabled the matter to allow the applicant to investigate on-site septic disposal and to amend their plans.

In March of 2023, the Planning Commission considered a property rezoning request from Agriculture to Residential. After discussion, they recommended to the Township Board denial of an application based on the application, findings of fact, rezoning factors, and public comment received.

The Planning Commission also discussed the Housing North – Housing Ready Checklist (January 2023) and amended their by-laws to reflect that their meetings are held on the first Tuesday of each month from 6:00pm to 8:00pm, unless extended by a motion.

Zoning Ordinance Overhaul

When able the Planning Commission has continued marching towards approval of the Zoning Ordinance Overhaul. The Planning Commission is currently working on its review of the Zoning Ordinance before it is sent for legal review. After legal review and necessary revisions to ensure legal compliance, the Zoning Ordinance will begin its process for approval, which includes a public hearing and Township Board approval.

Other Planning Commission Considerations

- The Planning Commission has discussed the need to review and potentially update their Master Plan.

Respectfully Submitted by the Members of the Planning Commission:

Chair	Tom Koernke
Vice-Chair	Don Gregory
Secretary	Dee McClure
Twp Rep.	Doug Periard
Members	Rhoda Johnson
	Andy Brandt
	Patti Miller
	Dennis Rathnaw
	John Clark

Planning & Zoning Staff:

Mathew Cooke, Planner, Networks Northwest
Steve Patmore, Zoning Administrator

In February you were notified that Village of Suttons Bay had distributed the final draft of the 2023 Village of Suttons Bay Master Plan for a 63-day review as required by the Michigan Planning Enabling Act. The review period expires May 7, 2023.

The Township has no statutory obligation to review the document however, should you choose to do so, you may review it individually or as a commission.

Below is the link to the Draft Master Plan.

We can decide at the meeting if you would like comments shared with the Village.

https://www.suttonsbayvillage.org/downloads/2023_03_03_village_of_suttons_bay_master_plan_draft_for_distribution.pdf