

SUTTONS BAY TOWNSHIP
NOTICE OF PUBLIC MEETING:

PRELIMINARY AGENDA

The regular meeting of the Suttons Bay Township Board is hereby called for 5:15 PM Wednesday, July 8, 2020. Due to current isolation guidelines the Meeting will be via Zoom. The Host will email directions and an invitation.

CALL TO ORDER: REGULAR MEETING

APPROVAL OF THE AGENDA

PUBLIC COMMENT: and communications about items not on the agenda

REPORTS:

- Treasurer
- Planning & Zoning
- Fire Authority
- Parks & Recreation
- Facilities

OLD BUSINESS:

1. Approval of the Minutes: Previous Meetings
2. Payment of the Bills
- 3.

NEW BUSINESS:

1. Continuation of Meetings via Zoom: Until Emergency Orders lifted
- 2.

PUBLIC COMMENT:

BOARD MEMBER COMMENTS:

ADJOURNMENT:

ZONING ADMINISTRATOR'S REPORT

SUTTONS BAY TOWNSHIP

July 2020 (to-date)

For August 2020 Planning Commission and Township Board Meetings

Prepared by Steve Patmore
July 27, 2020

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
July 2020 (to date)	2	1	1	0	0
Year To Date	15	4	4	6	1
Year to date 2019	23	12	7	4	0
Year to date 2018	25	12	5	8	0
Year to date 2017	24	6	4	11	3
Year to date 2016	19	5	6	6	2
Year to date 2015	13	6	3	3	1
Year to date 2014	9	1	2	6	0

LUP 20-014 187 S. Stony Point Rd Addition – after-the-fact
LUP 20-015 Belanger Woods Single Family Residence
Revisions to two previous permits

Land Divisions:

Revision to Land Division Approval
Many inquiries on Land Divisions

Zoning Board of Appeals:

- Application Pending – Zoom Meeting Scheduled for August
- Several inquiries

Short Term Rentals:

- 29 Permits issued for 2020 (22 Renewal – 7 New).

Other:

- Written and phone correspondence with John Zachman regarding Starry Nights. (enclosed) They are working on a parking site plan and the commercial farm designation.
- Sent possible language to the Planner on temporary emergency Special Use Amendments. (enclosed + memo to the PC)
- 1274 Peck Road Site Plan Enforcement referred to township attorney. The property owner responded that they have hired consultants.
- Letters and calls to property owners in the M-22 Commercial District. (included) Northern Building Supply moved their stored materials. No word from the other two properties.
- Letters sent to three wineries/cideries regarding events. (enclosed) Heard back from Blustone only.
- Conversation with attorney scouting for special event venue location.
- Conversation and request for information from telecommunications provider on potential tower at the S. Lake Leelanau Drive site that was discussed last year.
- Conversations on the potential county-owned telecommunications tower.
- Policies and procedures for Agendas, meeting packets, Minutes, and Site Plan Review to Board.

DRAFT MINUTES

**SUTTONS BAY TOWNSHIP
REGULAR MEETING – JULY 8, 2020**

Due to current isolation guidelines the July meeting will be via Zoom. The Host will e-mail directions and an invitation.

CALL TO ORDER – REGULAR MEETING

Rich Bahle, Supervisor, called the regular meeting of the Suttons Bay Township Board of Trustees to order at 5:15 p.m., July 8, 2020, at the Suttons Bay Township Offices, #95 W. Fourth St., Suttons Bay, Michigan.

ROLL CALL - Quorum Present

Present: Rich Bahle, Sandy VanHuystee, Tom Nixon, Cathy Hartesvelt, Debbie Slocombe

Absent and excused: None

Staff Present: None

Also in attendance via Zoom: Marge Johnson, Eric Carlson, Susan Odom, April Missias, Sandra Boone

APPROVAL OF THE AGENDA

Rich Bahle/moved, Sandra VanHuystee/supported, to approve the amended agenda, adding under New Business, #2 – Lovers Lane Road End, PASSED

PUBLIC COMMENT; and communications about items not on the agenda

Leelanau County Senior Services

April Missias, Director of Leelanau County Senior Services said in Leelanau County 43% of the population is seniors over the age of 60. Ms. Missias spoke about the services that are provided to seniors in Leelanau County. On the August 4, 2020 Primary Election is a request from Leelanau County Senior Services for a millage renewal of .32 mills for four (4) years.

Rich Bahle asked Ms. Missias to provide him with a copy of the Leelanau County Senior Services Budget.

Leelanau Enterprise

Eric Carlson said there are ongoing road issues in Leland Township - Reynolds Street road end.

Suttons Bay-Bingham District Library

Sandra Boone, President of the Suttons Bay-Bingham District Library, said on the August 4, 2020 Primary Election, the Library has a request for a millage renewal of .5 mills for four (4) years. The Library is open and also provides curbside service. The Library Director is doing a good job.

Susan Odom said the Library Director is doing a fantastic job sharing information with the public.

REPORTS:

- **Treasurer** - No report.
- **Planning and Zoning** – Tom Nixon said the Planning Commission met last night and heard from John Zachman, Starry Night Barn & Studio, requesting to amend the Special Use Permit to revise the maximum number of allowable events. The Township Board is addressing the Peck Road issue with the Township Attorney. The Planning Commission stands behind the Township Board with regard to solving this matter as expeditiously as possible.

Susan Odom, Planning Commission Chair, said the Planning Commission adopted a Resolution recommending that the Township Board upon notification from counsel, require a site plan for the property at 1274 Peck Road. The Planning Commission wants to pursue returning the application fee to John Zachman. Rich Bahle said he would take this matter under advisement.

- **Fire Authority** – Meeting to be held next week.
- **Parks & Recreation** – Rich Bahle said he received the news that the pickle ball funding is complete. Debbie Slocombe said the garden at Herman Park is complete now and was well received by the garden group. Tom Nixon commended Debbie Slocombe, as well as Parks & Recreation on how beautiful the site is.
- **Facilities** - No report.

OLD BUSINESS

1. Approval of the Minutes - June 10, 2020

Tom Nixon/moved, Cathy Hartesvelt/supported, to approve the June 10, 2020 as corrected, "pg. 2 – Debbie Slocombe suggested that there be an exit clause", PASSED.

2. Payment of the Bills

Sandy VanHuystee submitted the bills for payment in the amount of \$28,180.58 for July 8, 2020.

Debbie Slocombe asked if the bills should be to June 30, 2020. Sandy VanHuystee said the bills are for July 8, 2020.

Sandy VanHuystee/moved, Rich Bahle/supported, to approve paying the July 8, 2020 bills in the amount of \$28,180.58, PASSED.

3. Michigan Assessing Contract – Renewal

Rich Bahle submitted draft language prepared by Attorney Figura for the Michigan Assessing Service, Inc. Contractual Agreement. Bahle said Michigan Assessing is not comfortable with the draft language, particularly Item 17 – “The first year of this contractual agreement is subject to review and may be terminated as of June 30, 2021 by either party who is unsatisfied with the performance of the other party. This agreement may be terminated by either party for cause upon 30 days written notice to the other party.”

Rich Bahle said he would ask the Board to allow him to speak with Michigan Assessing to see what their concerns are about the Contract and would bring the Contract back to the August Meeting. Bahle said he has been happy with Michigan Assessing’s work.

Debbie Slocombe said there needs to be a discussion about the 30 days, and how Michigan Assessing handles calls from individual residents.

Consensus of the Board to allow Rich Bahle to speak with Michigan Assessing to see what their concerns are about the Contract.

NEW BUSINESS

1. Stipend for Clerk due to expanded responsibilities due to the Corona Virus Outbreak and other things

Rich Bahle said that Sandy VanHuystee, Clerk, has been putting in an additional amount of hours with regard to the upcoming elections. Sandy VanHuystee should be compensated for the extra 100 hours she has worked in the past and for extra hours she will work in the future.

Tom Nixon/moved, Rich Bahle/supported, to compensate the Township Clerk, Sandy VanHuystee, in the amount of \$1,500.00 in recognition of the extra hours she has worked.

Discussion –

Debbie Slocombe said she agrees with compensating the Clerk for the extra hours worked, and requests that the Clerk keep track of extra hours she works in the future, including the November election.

Sandy VanHuystee gave a synopsis of the Clerk's job. Sandy VanHuystee said she is willing to accept the \$1,500.00 stipend thru the November election.

Rich Bahle asked Sandy VanHuystee to keep track of the extra hours she works and report that to the Board.

Vote for the motion: Yes: 4. No: 0. Abstain: 1. MOTION PASSED.

2. Lover's Lane Road End

Rich Bahle said Lover's Lane road end has been recognized as a Township park. The property is owned by the County Road Commission. Bill Drozdalski of Parks and Rec has asked that the Township Board take action to remove Lover's Lane Road End from the list of township parks.

Debbie Slocombe/moved, Rich Bahle/supported, that the Township Board take action to remove Lover's Lane Road End from the list of Township parks because the property is owned by the County Road Commission.

Discussion –

Debbie Slocombe – Parks & Rec mowed 30 feet of the property which can still be used by the public (no beach, no parking). This property will not be mowed, no insurance paid on it and will be taken off the five year plan.

Tom Nixon said Steimel Park is a neighborhood park and was a gift for allowing residential units to be built adjacent to it. Neighbors are concerned about where cars are parking on Lover's Lane.

Rich Bahle said a tree had fallen down in Lover's Lane, and the Road Commission acknowledged having responsibility to remove the tree.

Vote for the motion: Yes: 4. No: 1. MOTION PASSED.

PUBLIC COMMENT –

Susan Odom said the Cares Act has funds available for hazard premium pay for the covid period. This is a great time for first responders to access funds.

BOARD MEMBER COMMENTS –

Tom Nixon said he and Rich Bahle met with Susan Odom to discuss roles and responsibilities of township employees and the township, enforcement issues and how to better serve the public.

Rich Bahle – Cathy Hartesvelt, I feel the same way about Lover’s Lane road end which is only 33 ft wide.

ADJOURNMENT

The meeting was adjourned at 6:14 p.m.

**Minutes by Marge Johnson, Recording Secretary
Sandra VanHuystee, Clerk**

Suttons Bay Township
Unpaid Bills Detail
 As of August 21, 2020

Type	Date	Num	Due Date	Aging	Open Balance
American Waste					
Bill	08/12/2020		08/22/2020		75.00
Total American Waste					75.00
Catherine Hartesvelt					
Bill	08/03/2020		08/13/2020	8	1,760.74
Total Catherine Hartesvelt					1,760.74
Cathryn Konopka					
Bill	08/12/2020		08/22/2020		322.50
Total Cathryn Konopka					322.50
Christy Brow					
Bill	08/03/2020		08/13/2020	8	444.67
Total Christy Brow					444.67
City of Traverse City					
Bill	08/12/2020		08/22/2020		395.00
Total City of Traverse City					395.00
Colleen Christensen					
Bill	08/12/2020		08/22/2020		240.00
Total Colleen Christensen					240.00
Consumers Energy					
Bill	08/12/2020		08/22/2020		113.91
Bill	08/12/2020		08/22/2020		25.77
Bill	08/12/2020		08/22/2020		49.57
Bill	08/12/2020		08/22/2020		58.64
Bill	08/12/2020		08/22/2020		120.79
Bill	08/12/2020		08/22/2020		28.86
Total Consumers Energy					397.54
Debbie Slocombe					
Bill	08/03/2020		08/13/2020	8	127.45
Total Debbie Slocombe					127.45
Dena Smith					
Bill	08/12/2020		08/22/2020		337.50
Total Dena Smith					337.50
Donna Popke					
Bill	08/12/2020		08/22/2020		240.00
Total Donna Popke					240.00
Dorothy Petroskey					
Bill	08/12/2020		08/22/2020		1,904.13
Total Dorothy Petroskey					1,904.13
DTE Energy					
Bill	08/12/2020		08/22/2020		38.04
Total DTE Energy					38.04
ElectionSource					
Bill	08/12/2020		08/22/2020		185.76
Total ElectionSource					185.76

Suttons Bay Township
Unpaid Bills Detail
 As of August 21, 2020

Type	Date	Num	Due Date	Aging	Open Balance
Elmwood Township Treasurer					
Bill	08/12/2020		08/22/2020		6.26
Total Elmwood Township Treasurer					6.26
Federal Tax Deposit					
Bill	08/12/2020		08/22/2020		2,190.33
Total Federal Tax Deposit					2,190.33
Gail Carlson					
Bill	08/12/2020		08/22/2020		172.50
Total Gail Carlson					172.50
Herman Brothers' Lawn Care					
Bill	08/12/2020		08/22/2020		1,050.00
Total Herman Brothers' Lawn Care					1,050.00
Jean Ann Moe					
Bill	08/12/2020		08/22/2020		483.00
Total Jean Ann Moe					483.00
Jennifer M. Herman					
Bill	08/12/2020		08/22/2020		393.75
Total Jennifer M. Herman					393.75
Jill Williamson					
Bill	08/12/2020		08/22/2020		100.00
Total Jill Williamson					100.00
June Schaub					
Bill	08/12/2020		08/22/2020		307.50
Total June Schaub					307.50
Leelanau County Treasurer					
Bill	08/12/2020		08/22/2020		75.14
Total Leelanau County Treasurer					75.14
Leelanau Enterprise					
Bill	08/12/2020		08/22/2020		286.25
Total Leelanau Enterprise					286.25
Marcia Zielinski					
Bill	08/12/2020		08/22/2020		363.75
Total Marcia Zielinski					363.75
Marge Johnson					
Bill	08/12/2020		08/22/2020		147.76
Total Marge Johnson					147.76
Michigan Assessing Service					
Bill	08/12/2020		08/22/2020		3,689.58
Total Michigan Assessing Service					3,689.58
Moses Window Cleaning					
Bill	08/12/2020		08/22/2020		35.00
Total Moses Window Cleaning					35.00

Suttons Bay Township
Unpaid Bills Detail
 As of August 21, 2020

Type	Date	Num	Due Date	Aging	Open Balance
Networks Northwest					
Bill	08/12/2020		08/22/2020		700.00
Total Networks Northwest					700.00
Northern Building Supply, LLC					
Bill	08/12/2020		08/22/2020		77.86
Total Northern Building Supply, LLC					77.86
Richard Bahle					
Bill	08/03/2020		08/13/2020	8	1,181.11
Total Richard Bahle					1,181.11
Roberta Roubal					
Bill	08/12/2020		08/22/2020		363.75
Total Roberta Roubal					363.75
Rosanne Schaub					
Bill	08/12/2020		08/22/2020		322.50
Total Rosanne Schaub					322.50
Sandra Lindley					
Bill	08/12/2020		08/22/2020		409.50
Total Sandra Lindley					409.50
Sandra Van Huystee					
Bill	08/03/2020		08/13/2020	8	2,083.10
Bill	08/12/2020		08/22/2020		1,178.25
Total Sandra Van Huystee					3,261.35
Shirley Eckerle					
Bill	08/12/2020		08/22/2020		378.00
Total Shirley Eckerle					378.00
Spectrum Business					
Bill	08/12/2020		08/22/2020		264.85
Total Spectrum Business					264.85
State of Michigan					
Bill	08/12/2020		08/22/2020		281.64
Total State of Michigan					281.64
Steven Patmore					
Bill	08/03/2020		08/13/2020	8	2,825.16
Total Steven Patmore					2,825.16
Sue C. Gentges					
Bill	08/12/2020		08/22/2020		341.25
Total Sue C. Gentges					341.25
Tom Nixon					
Bill	08/03/2020		08/13/2020	8	127.45
Total Tom Nixon					127.45
Village of Suttons Bay					
Bill	08/12/2020		08/22/2020		64.83
Total Village of Suttons Bay					64.83

10:36 AM

08/10/20

Suttons Bay Township
Unpaid Bills Detail
As of August 21, 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Williams & Bay Portable Restrooms Bill	08/12/2020		08/22/2020		333.50
Total Williams & Bay Portable Restrooms					333.50
TOTAL					26,701.90

**SUTTONS BAY TOWNSHIP
PLANNING COMMISSION**

***Procedures for the Submittal, Preparation, and Distribution of PC
Meeting Packets***

The Planning Commission (PC) meeting packet is the written materials necessary for the PC to review prior to a scheduled PC meeting. These materials will generally include an Agenda, prior meeting minutes, reports, written public comment, notices, applications and site plans, research, zoning amendments, and other informative materials. The packet should be available to all PC members at least seven (7) days prior to any regular scheduled PC meeting.

1. The Suttons Bay Township Office Assistant (OA) is responsible for compiling, preparing and distributing the PC meeting packets.
2. The Zoning Administrator (ZA) and Planner will submit any materials intended for the meeting packet to the OA no later than eleven (11) days prior to the next scheduled PC meeting.
3. Monthly reports intended for the meeting packet will be submitted to the OA no later than eight (8) days prior to the next scheduled PC meeting.
4. Applications, Site Plans, and similar requests intended for the meeting packet must be submitted to the township within the timelines provided in the Zoning Ordinance or policies and include the required number of twelve (12) copies in order to be included in the packet.
5. Requests of the PC or PC Chair for additional materials or information to be included in the meeting packet must be submitted in writing to the OA no later than fourteen (14) days prior to the next scheduled PC meeting.
6. Meeting Packets will be both mailed by First-Class Mail and emailed by the OA to PC members and the Recording Secretary at least seven (7) days prior to the next scheduled PC meeting. The OA will also email the meeting packets to the ZA and Planner within the same timelines.
7. The OA will post the meeting packet on the township website no later than seven (7) days prior to the next scheduled PC meeting and file a copy of the meeting packet and any supplemental materials in the township files.

8. Late arrival materials that are pertinent to the PC meeting, such as attorney reviews, agency reviews, public comments, etc. may be transmitted by email to PC members by the OA, ZA or Planner. Late arrival material will be acknowledged at the PC meeting.
9. Any member of the public requesting an individual meeting packet or monthly meeting packets may submit a written request to the Township Clerk and upon payment of a fee they will receive the packet.
10. A complete file will be developed by the OA to be retained in the township office with everything submitted to the PC commissioners, all last-minute additions, handouts at the meeting, and any public comments presented at the meeting.

SUTTONS BAY TOWNSHIP PLANNING COMMISSION

Preparation of the Agenda

The Suttons Bay Township Office Assistant (OA) is responsible for compiling and preparing Draft Agendas for the Planning Commission (PC). The PC Chair has the authority to review and make the final determination as to what business items are placed on the Draft Agenda and will determine the order of business for the agenda.

1. At the conclusion of all PC meetings the PC Chair will make note of any tentative business items which might be considered for the next meeting. This list will be transmitted to the OA after the meeting.
2. In writing, the Planner and PC Chair will give the OA a list of any business items that they have for the Draft Agenda no later than fourteen (14) days before the next scheduled PC Meeting.
3. In writing, the Zoning Administrator (ZA) will give the OA a list of any business items and /or Applications that are complete and timely filed for the PC to review for the Draft Agenda no later than fourteen (14) days before the next scheduled PC meeting.
4. Requests for items to be included in the Draft Agenda from other PC members, board members or the public must be in writing and directed to the OA or Township Clerk no later than fourteen (14) days before the next PC meeting.
5. The OA will compile a Draft Agenda no later than fourteen (14) days before the next scheduled PC meeting and will transmit the Draft Agenda by email to the PC Chair, Planner, and ZA.
6. The PC Chair may schedule a meeting no later than eleven (11) days before the next scheduled PC meeting by phone, face-to-face or other technological means with the ZA, Planner, and OA to add/delete items and ensure each agenda item is understood and appropriately scheduled for the next meeting.
7. When the Draft Agenda is finally approved by the PC Chair, each applicant will be contacted by either the Planner, ZA or OA no later than seven (7) days prior to the scheduled PC meeting to advise them they are either included within the agenda or not.

SUTTONS BAY TOWNSHIP PLANNING COMMISSION

Preparation and Distribution of Minutes

The Recording Secretary (RS) of the Suttons Bay Planning Commission is responsible for taking a record of all Planning Commission (PC) meetings and preparing Draft Minutes for the PC to formally approve.

1. The RS will transmit Draft Minutes of PC meetings to the Office Assistant (OA) no later than seven (7) business days after any PC meeting. This will ensure compliance with the Open Meetings Act which requires draft minutes are available to the public eight (8) business days after a public meeting. Transmittal of the draft minutes will be done electronically by email or computer memory stick.
2. The OA will distribute the Draft Minutes to the PC Chair and Planner by email and file the Draft Minutes electronically into the township computer network as well as keep a hard copy for the next PC meeting.
3. Upon receipt, the OA will include the Draft Minutes in the material being collected for the next planning commission meeting's packet.
4. Corrections to the Draft Minutes made by the PC during their meeting will be made by the RS and noted in the Minutes as ~~strike-out text~~ and ***bold italics***. The approved Minutes will be formatted as the Official Minutes and sent electronically to the OA no later than three (3) days after the date they were formally approved by the PC.
5. The OA will file the Official PC Minutes in the township computer network, place a hard copy in the township office binder, place a hard copy in the Planning Office file for the respective PC Meeting, and place the Official Minutes on the township website.

Suttons Bay Township Planning Commission Annual Report 2020

This is the Planning Commission's Annual Report to the Township Board. This document is presented to the Township Board each summer and outlines the work they have accomplished over the preceding twelve months. The Planning Commission met 12 times over the past year.

Zoning Ordinance Overhaul Project

The pace of the review of the entire Zoning Ordinance picked up in the past year, and much time was spent on it before the pace slowed due to COVID-19 related meeting cancellations.

The efforts focused on a methodical review of the proposed expansion of zoning districts and the accompanying map.

- Shoreline Residential
- Rural Residential
- Neighborhood Residential
- Agricultural District
- Waterfront Resort District
- Zoning Map
- Sign ordinance

There are relatively few more sections that need review and the goal, once again, is to finish the proposed overhaul yet this year.

Public Hearings

Over the course of the past year only two public hearing were held and one of them was closed at the request of the applicant.

- The request from Tillman Infrastructure for a communication tower on some vacant land on Lake Leelanau Drive was closed at the applicant's request in September.
- A public hearing was held to extend the Preliminary Conditional Site Plan Approval expiration date for a 14-unit multi-family development on Herman Road. The expiration date was extended to November 2020.

Additional Planning Commission Considerations

Although the bulk of the work this year focused on the Zoning Ordinance Overhaul, the Planning Commission was conscientious about other topics that affect the people of the township and diligently discussed them in detail. The topic areas included:

- Shoreline and stream setback requirements to adequately protect the wetland and streams in the township.
- The appropriate standards for commercial tower heights.
- Discussed the ability and appropriateness of banning coal-based tar sealants in the asphalt seal coating processes often used in the township.

- Several members attended a Master Plan workshop sponsored by the County Planning Commission.
- Began a discussion related to proper buffering distances between commercial and residential uses.
- The Planning Commission heard a presentation from the Leelanau County Housing Action Committee regarding their efforts to expand housing opportunities in the county and spent some time furthering the discussion.
- They also received an overview presentation which spoke to the importance of broadband to daily life and the availability of it across the county. This was presented by a member of the Leelanau Internet Futures Team.
- A resident brought forward the topic of solar power and hopes to garner support for a Zoning Ordinance amendment which would allow for neighborhood scale solar power facilities.

Respectfully Submitted by the Members of the Planning Commission:

Chair	Susan Odom
Vice-Chair	Don Gregory
Secretary	Amy Coleman
Members	Rhoda Johnson
	Dee McClure
	Tom Nixon
	Doug Periard
	Dennis Rathnaw
	Jon Walter

Planning & Zoning Staff:

Kathy Egan, Planner, Networks Northwest
Steve Patmore, Zoning Administrator