

AGENDA
SUTTONS BAY TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
95 W 4th Street
Tuesday, September 3, 2024
6:00 PM

THE MEETING WILL BE HELD AT Suttons Bay Township Meeting Room, 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/84645736476?pwd=VU4TFBAvoe1Ocn6C8lsObCWM4b2Uj.1>

Meeting ID: 846 4573 6476 Passcode: 651737 +1 312 626 6799

Call to Order and Notation of Quorum
Approval of Agenda
Public Comment
Conflict of Interest

Approval of Minutes: August 6, 2024

Items of Discussion/Consideration:

1. **Public Hearing and Deliberation – Zoning Amendment to the Waste Management Zoning District to allow condominium storage and business units under separate ownership.**
 - a. Public Hearing
 - b. Discussion, Deliberation, and possible Recommendation to Township Board.

2. **Zoning Ordinance Overhaul Project**
 - a. Township Board approved retaining Giffels Webster to convert the draft language and modify into the Clearzoning Format.
 - b. Kick-off meeting scheduled for Tuesday, September 24th at 6:00 p.m.
 - c. Giffels Webster will assist the township in preparing the proposed Neighborhood Residential Zoning District early in the process in case it is needed under the existing Zoning Ordinance.
 - d. Any other preliminary “homework” needed from the PC for the kick-off.

3. **Suttons Bay Township Master Plan Update**
 - a. Township Board approved retaining Giffels Webster to update the Master Plan.
 - b. Kick-off meeting scheduled for Tuesday, September 24th at 6:00 p.m.
 - c. Any other preliminary “homework” needed from the PC for the kick-off.

Reports:

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

Commissioners' Comments

Public Comment

Special Meeting Tuesday September 24, 2024 at 6:00 p.m. & Next Regular Meeting – October 1, 2024
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
Suttons Bay Bingham Firehall, 201 St Mary Street, Suttons Bay
Tuesday, August 06, 2024 at 6:00 PM

Call to Order and Notation of Quorum

Call to Order at 6:04 p.m. on Tuesday, August 06, 2024. Quorum noted.

Commissioners Roll Call: Chairman Tom Koernke, Andy Brandt, Eric Carlson, John Clark, Rhoda Johnson, Tom Nixon, Gary Thornton, Kevin Weber

Absent: Patti Miller

Staff: Steve Patmore, Mary Kuznicki

Approval of Agenda

Approved with correction to Township Board Planning Commission Agenda. Motion: Commissioner Thorton and 2nd by Commissioner Weber, Agenda approved.

Public Comment: Larry Mawby, Peninsula Housing. Larry stated he was there to help in facilitate getting the zoning ordinance into place and land use permit so his firm can move forward with affordable housing.

Conflict of Interest: None

Approval of Minutes:

June 04, 2024, Meeting Minutes

Motion to approve minutes with edits by Commissioner Johnson, 2nd by Commissioner Clark, motion passed.

Items of Discussion/Consideration:

1. Update on Professional Review of Zoning Ordinance Review by Steve Patmore
After Giffels Webster (GW) reviewed the submitted ZOO, the firm recommended two options: 1- to continue working on the submitted document with all of its structural and content issues or 2- incorporate all the corrections into a new format using Clearzoning. Clearzoning is a proprietary software application created by GW. The SB Twp would have the actual file of the ZOO, it would not be on a server elsewhere or on the cloud. Commissioner Brandt said GW did a good job on the Zoning Health check audit on SBT ZOO draft.
Recommendation from GW to proceed with a new *Clearzoning* Zoning Ordinance based upon the ZOO draft. Commissioner Nixon encouraged all commissioners to review Clearzoning format used by other townships. It is very easy to use.
Commissioner Carlson made a motion to make a recommendation to the Suttons Bay Township Board to retain GW to perform the *Clearzoning* work and an update to the 5-year Master Plan, second by Nixon, Motion passed.

2. Update on the new Neighborhood Residential Zoning District (NRZD) by Steve Patmore
Steve said to accommodate current projects, GW will prioritize the NRZD so that it can be incorporated into the existing zoning ordinance.
3. Zoning Amendment to the existing Waste Management Zoning District by Steve Patmore
Steve submitted an 8-point process for the ZO Amendment to become effective. The SB Twp PC Board agreed to schedule a public hearing for the amendment on Sept 3rd. The new section is defined at 11.2.D to add Storage and Commercial Storage as Special Uses in the Waste Management Zoning Ordinance. Items A through N were reviewed, and several edits were made. Mr. Biddix was present to facilitate discussion of item #M: height of the buildings. After discussion, the commissioners agreed to resume the original 35' height maximum for the storage buildings. Steve will make changes and update the amendment prior to the public hearing. Public Hearing was agreed by commissioners to take place on September 3rd at the next SB Twp PC Board Meeting, with an additional meeting on Sept. 24 to review the GW draft of the ZOO.
4. Master Plan Update was discussed during the review of GW ZOO audit under item #1. The SB Twp PC Board will make a recommendation to Suttons Bay Township Board to retain GW to perform the Clearzoning work on the ZOO and an update to the 5-year Master Plan at their next meeting on August 14, 2024 by Eric Carlson.

Reports:

- Zoning Administrator Steve Patmore
Steve submitted a two-month report for June & July. The Township has had a couple of busy months. Fielded a lot of questions regarding short term rentals.
- Planner:
- Township Board: Eric Carlson
Twp Board will meet a week from Wednesday. Eric is confident that Giffels Webster will be affirmed at the August 14th meeting to update & review the 5-year Master Plan and implement the *Clearzoning* platform for the new ZOO. The Pilot agreement for Peninsula Housing and Water and Sewer Agreement are still under legal review.
- Chair comments: Tom Koernke
Tom gave the commissioners homework for the next meeting. He asked the commissioners to write a one-page document of 5 to 10 goals or a wish-list of sorts for the new 5-year Master Plan. Koernke referred to a section of the current Master Plan to help commissioners define these goals. He shared a 10-page section that begins after page 25 which can be used for guidance on creating goals. He suggested that commissioners do not refer to this section prior to writing their own one-page document of goals. However, if they need examples, they can turn to this 10-page section of the Master Plan and look at it. He would like everyone to come up with goals for the next Planning Commission meeting.

Commissioners' Comments

Commissioner Nixon – Township Commissioners Workshop on renewable Energy will be on the third Wednesday in September. The workshop will provide information about solar farms and will be held at Leelanau County Government Center.

Public Comment

Larry Mawby thanked the Commissioners for their service.

Next Regular Meeting –Regular monthly meeting September 3, 2024 and special meeting to review GW ZOO review on September 24, 2024.

Adjournment: 7:17 PM by Chair Tom Koernke

Minutes submitted by Mary Kuznicki, Recording Secretary
Gary Thornton, Secretary

SUTTONS BAY TOWNSHIP
NOTICE OF PUBLIC HEARING
ZONING ORDINANCE TEXT AMENDMENT

The Suttons Bay Township Planning Commission will conduct a Public Hearing on Tuesday, September 3, 2024 at 6:00 p.m. at the Suttons Bay Township Office, 95 W. Fourth Street, Suttons Bay, MI 49682, with viewing available via Zoom electronic remote access to review and consider a zoning ordinance text amendment of Articles 11, 8, and 2 to allow for individual Site Condominium lots/units to be created with conditions in the Waste Management Zoning District.

Meeting materials, including the proposed amendment may be reviewed at the Suttons Bay Township Office, 95 W. Fourth Street (Hansen's Plaza), Suttons Bay, MI during regular office hours, and on the township website at: <https://www.leelanau.gov/suttonsbaytwp.asp>.

Public viewing of the Hearing will be available via Zoom. The Zoom link will be posted on the township website at: <https://www.leelanau.gov/suttonsbaytwp.asp>.

Members of the public have the opportunity to speak during the public hearing and public comment portions of the meeting. In addition, written comments will be received until 12 pm the day of the hearing by mail or drop-off to Suttons Bay Township, P.O. Box 457, 95 W. Fourth Street, Suttons Bay, MI 49682, by fax to (231) 271-2773, or by email to clerk@suttonsbaytwp.com

Suttons Bay Township will provide necessary reasonable auxiliary aids and services at the meeting to individuals with disabilities upon 72 hours advanced notice to the Township. Individuals with disabilities requiring auxiliary aids or services should contact the Township Clerk at 231-271-2722 ext. 1, or clerk@suttonsbaytwp.com.

Suttons Bay Township Planning Commission

ZONING ORDINANCE TEXT AMENDMENT PROCESS

(Initiated by Township)

1. Township Planning Commission, with assistance from their staff and/or Planner, compiles and reviews the proposed zoning language.
2. Optional legal review
3. The Planning Commission conducts a formal Public Hearing.
4. The Planning Commission may then vote to recommend the text amendment to the Township Board, or send back for further work.
5. County Planning Commission review is required.
6. After the County Planning Review, the amendment is placed upon the Township Board Agenda for consideration of Ordinance Amendment Approval.
7. If the Township Board approves the amendment, a Notice of Ordinance Amendment is published.
8. The Ordinance becomes effective 8 days after publication.

Suttons Bay Township Zoning Ordinance
Text Amendment to allow for individual condominium storage/business units
in the Waste Management Zoning District.

AMEND SECTION 11.2.D Add Personal Storage and Commercial Storage as Special Uses in the Waste Management Zoning District.

NEW SECTION

Section 11.4 CLUSTERED INDUSTRIAL/STORAGE CONDOMINIUMS

The Planning Commission may approve a Site Plan within a Master Parcel that consists of a cluster of lots and/or units that vary from the regulations and standards listed in Section 11.3 as a Special Land Use, subject to the following provisions:

- A. A Special Land Use Permit is required for the overall Site Plan and Condominium. A separate Land Use Permit shall be required for each individual building.
- B. Proposed Uses shall conform to Section 11.2, and shall be part of the Special Land Use Permit. Future Change of Use of individual lots may require Administrative or Planning Commission approval.
- C. There are no minimum Lot Size, Width, Frontage, or Interior Setback requirements, including zero lot line buildings, subject to Site Plan and Special Use Permit approval by the Planning Commission.
- D. Setbacks from the boundaries of the Master Parcel shall conform with the Buffering standards in Article 3 of the zoning ordinance.
- E. Screening, Buffering, Landscaping, and Greenbelts shall comply with Article 3.
- F. All outdoor storage, parking, loading areas, and mechanical equipment shall be screened and buffered in accordance with the zoning ordinance and reviewed by the Planning Commission.
- G. Adequate parking and loading shall be provided for each Use and shall be shown on the Site Plan.
- H. In accordance with this Zoning Ordinance, each individual lot or unit shall be accessed by an approved public or private road. The road may be designed and built to County Road Standards or Township Private Road Standards, at the option of the developer, and must be approved by the respective agency.
- I. Water Supply and Wastewater Disposal shall meet all applicable Health Department and Building Code Requirements.
- J. Stormwater run-off shall meet the Leelanau County Drain Commissioner Standards.
- J. The maximum lot coverage of the Master Parcel shall not exceed 40%.
- K. The maximum impervious surface coverage on the Master Parcel shall not exceed 50% of the net acreage.
- L. The maximum allowable Building Height shall be 35 feet.
- M. The Condominium approval process shall follow Article 17, Condominium Subdivisions.
- N. Additional Site Plan Submittal Requirements:
 1. A list of proposed allowable uses of the clustered units.
 2. Proposed water and wastewater - preliminary approval
 3. Parking calculations based upon proposed use.
 4. Lot coverage and Impervious Surface coverage calculations.
 5. Private Road Plans and Maintenance Agreement.
 6. Condominium Documents and By-Laws.

AMEND SECTION 17.1 to add “industrial” to the intent of the Condominium Section.

NEW DEFINITIONS (Article 2):

Impervious Surface: (from the definition used in the Zoning ordinance Overhaul)

For purposes of this Ordinance this definition includes surfaces which prevent or impede normal water infiltration and/or cause runoff to other areas but is not limited to: (1) all buildings, and structures (area measured at roof gable end and eave lines), (2) stairs, walkways, driveways and parking or other areas comprised of cementitious substances, or any bituminous substance, including asphalt, and (3) any subbase of plastic or any shield which prevents or impedes water penetration. Not considered an impervious surface are brick pavers, paver stone, graveled surfaces, decks, stairways and walkways with gaps in their surface structure (e.g., wooden decks with open cracks between the deck boards) that allow water to readily pass through the structure.

STORAGE, PERSONAL: A space or place for the safekeeping of personal property.

MASTER PARCEL: The existing overall parcel(s) or lot(s) that are proposed to be developed and/or divided into individual units.



County of Antrim Administration Office

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Gayle Rider
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Margie Boyd
Secretary

August 18, 2024

Suttons Bay Township
Planning Commission
PO Box 457
Suttons Bay, MI 49682

At their regular meeting on August 15, 2024, the Antrim County Board of Commissioners adopted the 2024 Antrim County Master Plan. Pursuant to the requirements of the Planning Enabling Act (PA 33 of 2008), notice of the adoption is being sent to the regional planning commission and the Planning Commissions or Boards of Commissioners of each contiguous county. Additional notice will be provided to local units within and contiguous to Antrim County.

The approved Master Plan can be found on the Antrim County website, www.antrimcountymi.gov.

Thank you.

Janet Koch
Deputy Administrator