

NOTICE OF REGULAR MEETING:

The Suttons Bay Township Board is hereby called for 6:00PM, Wednesday, August 14, 2024.

Agenda

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

PUBLIC COMMENT: and communications about items not on the agenda. Please limit comments to three (3) minutes unless the Chair grants otherwise. Questions will not be answered but citizens may call the Township office at 231.271.2722 to have their questions discussed.

CONFLICT OF INTEREST

REPORTS:

**PLANNING & ZONING REPORT
PARKS & RECREATION REPORT
FIRE AUTHORITY**

OLD BUSINESS:

1. Approval of meeting minutes from July 10, 2024, and special meeting August 1, 2024
2. Payment of bills

NEW BUSINESS:

1. Pilot Ordinance review – no action – for discussion only
2. Retain Giffels Webster - Steve
3. Appointment of Library Board Trustee – Deon Vaughan

PUBLIC COMMENT

BOARD MEMBER COMMENTS

ADJOURN

This meeting is a session of the Suttons Bay Township Board held in public for the purpose of conducting the Board's business and is not to be considered a public discussion .

ZONING ADMINISTRATOR'S REPORT

SUTTONS BAY TOWNSHIP

JUNE / JULY 2024

For August 2024 PC and Board Meetings

Prepared by Steve Patmore

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
June/July 2024	11	3	6	2	0
Year To Date	24	8	8	7	1
Year to date 2023	23	8	6	8	1
Year to date 2022	35	18	9	8	0
Year to date 2021	25	13	5	6	1
Year to date 2020	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

LUP 24-014	Horn Rd.	Accessory Building – After-the-Fact
LUP 24-015	482 S. Lake Leelanau Dr.	Deck Addition
LUP 24-016	1958 N. Bluewater Ct.	New single-family dwelling
LUP 24-017	8210 E. Duck Lake Rd.	Porch Addition – After-the -Fact
LUP 24-018	1197 S. Nanagosa	Addition
LUP 24-019	8560 E. Horn Rd.	Detached Garage
LUP 24-020	1858 N. Blue Water Ct.	New single-family dwelling
LUP 24-021	501 S. Nanagosa Tr.	New single-family dwelling
LUP 24-022	12166 E. Old Orchard Tr.	Deck addition
LUP 24-023	1445 N. Macksey Rd.	Deck addition
LUP 24-024	35 S. Nanagosa Tr.	Entry addition
Revisions to existing permits		
Several permits in progress		

Land Divisions:

- One application received – under review.

Zoning Board of Appeals:

- No Activity

Short Term Rentals:

- 59 short term rental permits issued so far for 2024

Other:

- Inquiries and meetings with property owners on potential land uses.
- Zoning Ordinance Overhaul Review
- Waste Management Distric

**The Township Parks & Recreation Committee will meet on
Wednesday, July 24, 2024, at 6:30 PM at
Suttons Bay Township Office**

Draft Notes

Highlights

1. *Airon Herman will have sign mock-up for August Board Meeting (Eagle Scout Project)*
2. *Dog Park sidewalk completed*
3. *Pavillion will start to be painted next week*
4. *Continued brainstorming on playground and bathrooms for Herman Park*
5. *Jared to inventory all benches & tables at all parks*
6. *We need library millage to pass!*

	Term Expires	Jan-24	Feb-24	Mar-24	24-Apr	11-May	24-Jun	24-Jul
Pete Ostrowski	12/26	Present	Present	Present	Present	Present	Present	Present
Debbie Slocombe	12/25	Present	Present	Present	Present	Present	Present	Present
Dennis Rathnaw	12/24	Present	Present	Present	Present	Unexcused	Unexcused	Unexcused
Hadley Dickinson	12/24	Present	Unexcused	Unexcused	Unexcused	Unexcused	Unexcused	Unexcused
Liz Mahaney	12/26	Excused	Present	Zoom	Zoom	Present	Present	Present
Liz Clark	12/25	Excused	Excused	Excused	Present	Excused	Present	Present
Bill Sterrett	12/26	N/A	Present	Present	Present	Present	Unexcused	Present

CALL TO ORDER : Pete Ostrowski, Chair, Park & Rec. Committee

- *Meeting called to order by Pete at 6:30 p.m.*

APPROVAL OF AGENDA

- *Moved Airon to front of agenda*
- *Wait on Parks Manager report- Jared at Village meeting*
- *Debbie moved, Liz M seconded, all approved*

Approval of June 26, 2024 Meeting Minutes (Attachment A)

- *Correction on name of walkway vendor to Leelanau Masonry*
- *Debbie moved, Liz C seconded, all approved*

PUBLIC COMMENT Please limit comments to three (3) minutes unless the Chair grants otherwise.

1. *Airon Herman Eagle Scout Project*
 - a. *Gave us a diagram for his sign-used other HP signs for inspiration*
 - b. *Discussion around materials to be used*
 - c. *Debbie offered to pay for the more expensive materials to match the other HP sign- Airon accepted. They will work together*
 - d. *Airon is gone all of August (out of the country) and needs to build in September to hit deadline*
 - e. *Proposed location by pond where pathways split*
 - f. *He has partnered with Invasive Species Network*
 - g. *Great discussion around what plants to include on sign- he will have 3- most likely Autumn Olive, Purple Loosestrife and Reed Canary Grass*

- h. Airon will get wording for sign to Pete next week so he can present to Board for approval at their August meeting
- i. September 14- he is getting his Troop together for a work day removing invasive species at HP

CONFLICT OF INTEREST

- None

Park Manager and Assistant's Report – July 3, 2024 Report to Board

- Dog Park Pathway completed on Monday- 3 days, great communication by vendor and looks good!
- Pavilion painting will start next week. Going to use any extra black paint to touch up signposts at HP
- Pete and Jared meeting with electrician for AED planning on Thursday
- Jared to spray weeds again with vinegar at HP and then torch them- Dog Park, pathways and by all courts
- Leelanau Soccer Club will be invited to next P&R meeting to discuss fertilizer partnership and MOU- then findings/proposal can be brought to Board in September for cost sharing suggestions. Jared to get updated quotes on fertilizer for just soccer field area. Will help with 2025 Budgeting process. Might need to do in-house for remainder of 2024

OLD BUSINESS

1. Airon Herman Eagle Scout Project
 - a. Above discussion
2. Dog Park Walkway (Gates cut off at bottom)
 - a. Completed Monday
3. Dog Park Donation Signs
 - a. In process of being installed
4. Pavilion Painting
 - a. Starts next week
5. Pickleball Fencing & Windscreens
 - a. Fencing should have last 2 gates in this week
 - b. Windscreens have arrived- Pete will get PB volunteers to put up
 - c. PB would like to add 2 benches/tables- would like them to be blue. Lots of discussion around colors and continuity. Jared volunteered to get inventory of all benches/tables at all parks so we can consider moving around park to park. Will have follow up discussion at August Meeting. None will be ordered at this time.
 - d. PB has taken the 2 green benches that belong to Soccer fields-their donations paid for them. Pete will get them put back on soccer fields
 - e. Got into discussion for restrooms at HP. Jared researching possible lower cost options like Container Restrooms. Issue is holding tank and placement. P&R August Meeting will be at HP.
6. Still need to hike 45th Parallel
 - a. Jared and Pete hope to walk together next week

7. AED & Bird Noise Tasks for Electrician

- a. *Meeting with electrician on Thursday*
- b. *Jared believes will be need for multiple types of deterrence*
- c. *Droppings have been less last few weeks*
- d. *Debbie had an idea to put PVC pipe up that would spin and not let birds land on wires.*

NEW BUSINESS

1. Playground

- a. *Decision to use winter for planning a theme and design so can get Board approval to go for grants in the spring*
- b. *All members doing some research*
- c. *May put together a sub-committee*
- d. *Debbie talking to Carter Osterhouse who designed Greilickville*
- e. *Jared and Pete looking back to get former Parks Supervisor proposal*

2. Grant Opportunities

- a. *Everyone reaching out to those they know who have been granted money to get ideas*

PUBLIC COMMENT Please limit comments to three (3) minutes unless the Chair grants otherwise.

COMMITTEE MEMBER COMMENTS

- *Pete- we need library mileage to pass, or Township will have to pick up slack and that will cut budget!*

ADJOURNMENT

Next Meeting, August 28, 2024, 6:30 pm Township Office or at a park to be determined.

- *Committee agreed to have at Herman Park*

Attachment A
The Township Parks & Recreation Committee will meet on
Wednesday, June 26, 2024, at 6:30 PM at
Suttons Bay Township Office

Approved NOTES

Highlights

1. Positive feedback to Jared from all- great communication
2. Township Meeting Monday to approve quote for sidewalk at Dog Park
3. Adding Vic Steimel Poison Ivy bid to Monday's Township Agenda if possible
4. Tentative Pavilion Paint Dates: 7/30-8/15
5. HP Playground Discussion started
6. Jared & Pete will hike 45th Parallel Park with Rich Bahle and Doug Periard

	Term Expires	Jan-24	Feb-24	Mar-24	24-Apr	11-May	24-Jun
Pete Ostrowski	12/26	Present	Present	Present	Present	Present	Present
Debbie Slocombe	12/25	Present	Present	Present	Present	Present	Present
Dennis Rathnaw	12/24	Present	Present	Present	Present	Unexcused	Unexcused
Hadley Dickinson	12/24	Present	Unexcused	Unexcused	Unexcused	Unexcused	Unexcused
Liz Mahaney	12/26	Excused	Present	Zoom	Zoom	Present	Present
Liz Clark	12/25	Excused	Excused	Excused	Present	Excused	Present
Bill Sterrett	12/26	N/A	Present	Present	Present	Present	Unexcused

CALL TO ORDER : Pete Ostrowski, Chair, Park & Rec. Committee

- Meeting called to order at 6:32 p.m.

APPROVAL OF AGENDA

- Added Herman Park Playground under New Items
- Aaron Bahle, Eagle Scout Project, not on agenda as he is at summer camp
- Added Bingham Township P&R attendee under New Items
- Moved by Debbie, seconded by Liz C, approved by all

Approval of May 11, 2024 Meeting Minutes (Attachment A)

- Moved by Liz M, seconded by Debbie, approved by all

PUBLIC COMMENT Please limit comments to three (3) minutes unless the Chair grants otherwise.

- No public in attendance

CONFLICT OF INTEREST

- None

Park Manager and Assistant's Report – See June 4, 2024 Report

- *Reviewed some highlights*
- *Praise given to Jared for detailed report*

OLD BUSINESS

2. Dog Park Walkway – Angled from Culvert to gate
 - a. *Final agreement it should be angled since people will “cut through” on the grass*
 - b. *First approved vendor will not return calls. Having special Board meeting Monday to get approval to go to second bid. It was only slightly more money- Leelanau Masonary*
 - c. *Grass along fence line*
 - i. *Both Jared and Liz M have helped with weed whacking*
 - ii. *Jared purchased Vinegar Compound to kill grass on fence line*
 - iii. *Also going to spray in concrete/asphalt areas where grass grows between sections*
 - iv. *Liz C reported this is what she uses at her personal home and works well*
3. Dog Park Donation Signs
 - a. *Liz M reported they are in production and will hopefully be installed within three weeks*
4. Pavilion Painting
 - a. *Jared just received their liability insurance*
 - b. *Tentative dates set for 7/30-8/12 (depends on weather)*
 - c. *Should not take full 2 weeks*
 - d. *Final approved colors: White support structure with black on light poles. Pond Pavilion same brown.*
 - e. *Discussion to also paint signs frames/Disc Golf Sign since it is original*
 - f. *Jared still trying different methods to get rid of birds*
5. Pickleball Fencing
 - a. *Pete expressed concern over Fineline Fencing’s financial position and finishing the job. We still owe final payment, but they have not completed work: caps and gates*
 - b. *Liz M reminded Pete about dog park gates not opening smoothly and they are supposed to fix on their next visit*
6. Vic Steimel Tote
 - a. *It is not being picked up weekly, but finally picked up last week*
 - b. *Jared spoke the GFL and is going to try to get 3 weeks credit on bill*
 - c. *Liz M reported only one incident of home garbage in there, but it has never been overflowing*
 - d. *Positive feedback from VS users on tote and dog waste bags*
 - e. *Discussion around competitive trash company that just started locally-possible option for next year, more research needed*

NEW BUSINESS

3. Pickleball – VAPTR water collection system, AED, & Wind Screening
 - a. *Dan Sticof donation of \$8,000 to go with leftover restricted funds will be used for purchases*

- b. *Pete has completed all ordering*
 - i. *VAPTR- \$5,500*
 - ii. *AED- \$2,878*
 - 1. *Will need electricity*
 - 2. *Put in SE corner of Pavilion*
 - 3. *Signs to be placed for location directions*
 - iii. *Total spend \$11,140 with wind screens*
 - c. *Some discussion around trying to "roll-up" tennis screens in the winter as well- need lots of hands to do this*
4. *Park Manager Tasks*
- a. *Poison Ivy*
 - i. *Leaves of 3 Quotes:*
 - 1. *Herman Park- \$3,500*
 - 2. *Vic Steimel- \$2,000*
 - 3. *They will also kill Oriental Bittersweet- invasive*
 - ii. *Weedman*
 - 1. *Quoted 3 treatments at \$166/application*
 - 2. *Obviously not same type of permanent control*
 - iii. *Jared trying to get this added top Special Board Meeting Monday*
 - b. *Jared requested a list of tasks/priorities for the next 30 days*
 - i. *Poison Ivy control at VS- present both quotes Monday*
 - ii. *Dog Park- kill grass on fence line with new Vinegar Control that was purchased- do between asphalt/sidewalks as well*
 - iii. *Research what Herman Brothers used as a tool to tear up roots along sides of asphalt and sidewalks*
 - c. *Finalize Dog Park Sidewalk and schedule installation*
 - d. *Install AED*
 - i. *Have electric installed and post the signs provided*
 - ii. *Make draft directional signs for AED by PB and Tennis Courts*
 - e. *Paint all HP signs black*
 - f. *Look to replace 2010 Disc Golf Sign*
 - g. *Need to move basket out of landscape. Will not mess with lock at this point,*
5. *45th Parallel Park*
- a. *Tom Nixon mentioned to Pete that he is concerned with work at 45th Parallel Park, namely mowing and trail maintenance*
 - b. *Bill D used to mow the rail bed from Setterbo, not doing it anymore. Rail bed right-of-way has changed hands. Would need to get approval for this. New "owners" are thought to be offspring of previous owner.*
 - c. *Since no parking is available, we have not done much at 45th*
 - d. *There is a report that Herman Brothers put in a bridge at 45th??? We are unsure of this since it never came to Committee or Board for approval*
 - e. *Debbie confirmed she and Rich Bahle have discussed allowing Township to use some of their adjacent property for parking*
 - f. *Plan: Jared and Pete to hike 45th with Rich and Doug Periard and report back to Committee*
6. *Bingham Representative*
- a. *Has asked to come to our meeting*
 - b. *Jared will connect with him about August Meeting date and time*

7. *Playground at Herman Park*

- a. *Committee wants to discuss this again to start getting quotes and a plan together to see if funding assistance through grants is feasible, including MEDC*
- b. *Next Meeting: Committee members gather any information and ideas they have for discussion*

PUBLIC COMMENT Please limit comments to three (3) minutes unless the Chair grants otherwise.

- *None present*

COMMITTEE MEMBER COMMENTS

- *Nothing additional*

ADJOURNMENT

- *7:32 p.m.*

Next Meeting, July 24, 2024, 6:30 pm Township Office or at a park to be determined.

DRAFT MEETING MINUTES
Meeting of the Suttons Bay Township Board
Wednesday, July 10, 2024 @ 6:00 PM
Sutton Bay Township offices
95 W Fourth Street, Suttons Bay

CALL TO ORDER

Supervisor Doug Periard called the meeting to order at 6:00pm.

Role Call Attendance: SB Twp Supervisor Doug Periard, Trustee Eric Carlson, Twp Clerk Jean Moe, Twp Treasurer Dorothy Petroskey, Trustee Debbie Slocombe

Staff: ZA Steve Patmore and Recording Secretary Mary Kuznicki

APPROVAL OF THE AGENDA

Motion to approve the agenda as presented by Petroskey, 2nd by Carlson, motion carried.

CONFLICT OF INTEREST

None

PUBLIC COMMENT

None

REPORTS

1. Planning & Zoning - ZA Patmore submitted a written report, no Planning Commission meeting took place in July.
2. Parks & Recreation – Minutes and Reports submitted by Parks & Rec Manager Jared Pontius and Assistant Manager Pete Ostrowski.
3. Fire Authority - Petroskey stated that at the July meeting, 2 items took place: approval of the minutes and the board voted to send an account to collections.

OLD BUSINESS

1. Approval of the Minutes

Motion by Petroskey to accept the Meeting Minutes dated June 12, 2024, 2nd Moe, motion carried. Motion to approve the Special Meeting Minutes dated July 1, 2024, by Slocombe, 2nd by Carlson, motion carried.

2. Payment of the Bills

Motion by Petroskey to pay bills for the month of July 2024 in the amount of \$31,783.57, 2nd by Carlson. All Ayes, motion passed.

NEW BUSINESS

1. Dog Park Pathway - Discussion about the direction of the sidewalk (straight or curved), the trustee board's role, formulating a vision and letting the Parks & Rec Manager develop a plan and complete the project. Petroskey made a motion to complete the sidewalk path based on recommendations of the P & R Manager, Jared, 2nd by Carlson, motion carried.
2. Sewer & Water Intergovernmental Agreement – Draft was submitted to the Twp attorney and returned with a few minor suggestions and clarifications. Motion was made by Petroskey to submit the document to SB Village with comments by the attorney so they can be incorporated in their document, 2nd by Slocombe, motion carried.
3. PILOT Ordinance – Legal review was not available to discuss the Ordinance. Review will take place at the August meeting once the attorney submits corrections/recommendations, deadline was noted as November 1st.

PUBLIC COMMENT

None

BOARD MEMBER COMMENTS

Supervisor Periard noted that he will be visiting several roads they have been receiving complaints about on Thursday July 11 with the road commission. Lover's Lane and several others will be looked at for possible repairs.

ADJOURNMENT

The next SB Township Board Meeting will be on Wednesday, August 14, 2024, at **6:00pm**. The August meeting date may be altered due to a scheduling conflict by Supervisor Periard. The board will be notified if a date change is made. Meeting adjourned by Supervisor Periard at 6:25pm.

Submitted by Recording Secretary Mary Kuznicki
Township Clerk, Jean Moe

MINUTES
SUTTONS BAY TOWNSHIP BOARD
SPECIAL MEETING
August 1, 2024

SUTTONS BAY TOWNSHIP OFFICES
95 W. FOURTH ST., SUTTONS BAY, MI 49682

Suttons Bay Township Board met for a special meeting for the purpose of clarifying/discussing the Intex Painting Contract.

Members Present: Doug Periard, Jean Moe, Dorothy Petroskey, Debbie Slocombe and Eric Carlson.

Staff: Jared Pontius

Pledge of Allegiance recited.

Agenda Approval: Moved by Trustee Slocombe seconded by Trustee Carlson to approve the agenda as presented. Ayes: All Motion Carried

Public Comment-None

Conflict of interest-None

Old Business: None

New Business:

1. Intex Painting Contract Discussion

At the July 1, 2024 special meeting, a bid was approved for Intex Painting to paint the pavilion/gazebo at Herman Park. The Previous park's administrator and supervisor had approved grey paint (one coat) for the structures. The Township Board at last month's meeting had approved white, as the color white is a bird deterrent. Intex Painting stated that using white would require two coats and increase the contract price by \$4762.00. Jared stated that all information available states that the bird situation at Herman Park could be better addressed if the pavilion was painted white. He added that the contractor will also be painting the ceiling at no extra charge. Moved by Petroskey Seconded by Carlson to go with Option 2 and have the contractors paint the structures white and increase the contract to \$24,842.00. Ayes: All Motion Carried

Public Comment: None

Meeting adjourned at 8:06 am

Submitted by Dorothy Petroskey
Clerk Jean Moe

Suttons Bay Township
Unpaid Bills Detail
 As of August 14, 2024

Type	Date	Num	Due Date	Aging	Open Balance
Anavon Technology Goup					
Bill	08/14/2024		08/24/2024		138.90
Total Anavon Technology Goup					138.90
Christy Brow					
Bill	08/14/2024		08/24/2024		448.04
Total Christy Brow					448.04
City of Traverse City					
Bill	08/14/2024		08/24/2024		395.00
Total City of Traverse City					395.00
Consumers Energy					
Bill	08/14/2024		08/24/2024		28.77
Bill	08/14/2024		08/24/2024		79.81
Bill	08/14/2024		08/24/2024		118.67
Total Consumers Energy					227.25
Debbie Slocombe					
Bill	08/14/2024		08/24/2024		181.46
Total Debbie Slocombe					181.46
Dorothy Petroskey					
Bill	08/14/2024		08/24/2024		154.85
Bill	08/14/2024		08/24/2024		2,286.80
Total Dorothy Petroskey					2,441.65
Doug Periard					
Bill	08/14/2024		08/24/2024		1,534.08
Total Doug Periard					1,534.08
DTE Energy					
Bill	08/14/2024		08/24/2024		57.90
Total DTE Energy					57.90
Elizabeth Mahoney					
Bill	08/14/2024		08/24/2024		1,152.76
Total Elizabeth Mahoney					1,152.76
Eric Carlson					
Bill	08/14/2024		08/24/2024		181.46
Total Eric Carlson					181.46
Federal Tax Deposit					
Bill	08/14/2024		08/24/2024		2,297.12
Total Federal Tax Deposit					2,297.12
GFL ENVIRONMENTAL					
Bill Pmt -Check	06/26/2024				-0.10
Total GFL ENVIRONMENTAL					-0.10
Giffels Webster					
Bill	08/14/2024		08/24/2024		4,950.00
Total Giffels Webster					4,950.00
Herman Brothers' Lawn Care					
Bill	08/14/2024		08/24/2024		2,300.00
Total Herman Brothers' Lawn Care					2,300.00

Suttons Bay Township
Unpaid Bills Detail
 As of August 14, 2024

Type	Date	Num	Due Date	Aging	Open Balance
Jared Pontius					
Bill	08/14/2024		08/24/2024		733.89
Total Jared Pontius					733.89
Jean Ann Moe					
Bill	08/14/2024		08/24/2024		2,434.87
Total Jean Ann Moe					2,434.87
Jill Williamson					
Bill	08/14/2024		08/24/2024		75.00
Total Jill Williamson					75.00
Jim Eckerle					
Bill	08/14/2024		08/24/2024		16.63
Total Jim Eckerle					16.63
Lawrence Mawby					
Bill	08/14/2024		08/24/2024		30.49
Total Lawrence Mawby					30.49
Leelanau County Treasurer					
Bill	08/14/2024		08/24/2024		137.56
Total Leelanau County Treasurer					137.56
Mary Kuznicki					
Bill	08/14/2024		08/24/2024		70.14
Total Mary Kuznicki					70.14
Mika Meyers Attorneys					
Bill	08/14/2024		08/24/2024		76.00
Total Mika Meyers Attorneys					76.00
Netlink					
Bill	08/14/2024		08/24/2024		650.00
Total Netlink					650.00
Robert Weyand					
Bill	08/14/2024		08/24/2024		24.82
Total Robert Weyand					24.82
Sandra Van Huystee					
Bill	08/14/2024		08/24/2024		701.66
Total Sandra Van Huystee					701.66
SOS Analytical					
Bill	08/14/2024		08/24/2024		50.00
Total SOS Analytical					50.00
Spectrum Business					
Bill	08/14/2024		08/24/2024		69.99
Total Spectrum Business					69.99
Steven Patmore					
Bill	08/14/2024		08/24/2024		3,273.31
Total Steven Patmore					3,273.31

**Suttons Bay Township
Unpaid Bills Detail
As of August 14, 2024**

Type	Date	Num	Due Date	Aging	Open Balance
Suttons Bay/Bingham F/R					
Bill	08/14/2024		08/24/2024		3,072.67
Total Suttons Bay/Bingham F/R					3,072.67
Village of Suttons Bay					
Bill	08/14/2024		08/24/2024		63.40
Total Village of Suttons Bay					63.40
Weed Man					
Bill	08/14/2024		08/24/2024		332.00
Total Weed Man					332.00
TOTAL					28,117.95

MEMO

August 8, 2024

To: Suttons Bay Township Board

From: Steve Patmore, Zoning Administrator



Re: Agenda Item: "Consideration of retaining Giffels Webster to convert the Township Zoning Ordinance to their Clearzoning format and Update the Township Master Plan.

I. Zoning Ordinance Overhaul Project

Earlier this year, Suttons Bay Township retained Giffels Webster to review the draft Zoning Ordinance Overhaul that the Planning Commission was working on for many years.

Giffels Webster completed their review and submitted a Health Check Audit of the draft ordinance, and met with myself, Tom Koernke, and Doug Periard in July to discuss.

It was discussed that the Draft Zoning Ordinance Overhaul needs some structural and content changes in order to be clear, concise and functional. This work should be done with the assistance of a Professional Planner.

Giffels Webster suggested that the time spent in updated our chapters could be used to incorporate our ordinance into a zoning ordinance format that was developed by Giffels Webster called Clearzoning.

Attached is a proposal to incorporate our draft ordinance into the Clearzoning format, obtain public engagement, and see the ordinance through to adoption.

The proposed work plan also includes working on the Neighborhood Residential Zoning District early on, in order to give the township some flexibility to incorporate potential projects into the existing zoning ordinance.

Cost: \$24,800

II. Master Plan Update

The existing Township Master Plan was adopted in 2011, and was reviewed and re-adopted in 2016.

Earlier this year, the Planning Commission reviewed the 2011 Master Plan, and found that the Plan is in need of updating.

Giffels Webster, who recently completed the Village of Suttons Bay Master Plan, was given the Planning Commission Review and asked to provide a proposal to do the work.

Attached is the proposal. It should be noted that there is a potential to save money and time by having combined meetings with the consultant that incorporate the Zoning Ordinance and Master Plan.

Cost: \$37,020 that would be spread over two fiscal years.

The Suttons Bay Township Planning Commission, at their August 6, 2024 Regular meeting, voted unanimously to recommend to the Township Board to retain Giffels Webster to complete the work on both proposals.

The Planning Commission would like to have the kick-off meeting at a Special Meeting on Tuesday, September 24, 2024.

It should be noted that the Planning Commission is very happy with the planning work done by Giffels Webster to this date,

Motion to retain Giffels Webster to perform the following work:

- 1. Complete the Suttons Bay Township Zoning Ordinance Overhaul into the Clearzoning format per the proposal dated July 2024, not to exceed the amount of \$24,800.00 and, if necessary, authorize the Township Clerk and/or Supervisor to sign an agreement for these services.***
- 2. Update the Suttons Bay Township Master Plan per the proposal dated July 2024, not to exceed the amount of \$37,020.00 and, if necessary, authorize the Township Clerk and/or Supervisor to sign an agreement for these services.***

It will probably be necessary to modify the 2024-25 budget to accommodate these expenditures.

Proposed Work Program - Zoning

Process - Updated July 2024

Our team's proposed process for the Suttons Bay Township Zoning Ordinance proceeds in the following steps, which include a pause in the process to refine the scope of work after the Zoning Audit:

1. Zoning Ordinance Audit & Minor Ordinance Corrections (grammar/typos/cross-references) - COMPLETE
2. Refine Work Plan – check in to consider audit findings and refine work plan for needed amendments - COMPLETE
3. Zoning Ordinance Amendments - Focus on Neighborhood Residential District
4. Public Engagement – sharing the draft code with the community for input
5. Clearzoning® Formatting
6. Public Hearing and Adoption

Jumping ahead to step 3 in the process, we will work with the Township to update zoning standards for the Neighborhood Residential District and develop a new Zoning Ordinance that provides a grounded regulatory structure for new development and transform the ordinance into a user-friendly document.

STEP 3 | Zoning Ordinance Amendments

Updates to the Neighborhood Residential District will be created to accommodate desirable housing developments. Flexibility for smaller lot sizes is an important element of this district. In addition, confusing and vague language in the current ordinance will be refined to improve readability and understanding. This will include an update of the Use Matrix and clean up of the list of uses within each district. Graphics will be added to aid in understanding. We propose up to two remote meetings to discuss this amendment with staff and/or a subcommittee of the Planning Commission as desired by the Township. We will attend three in-person meetings in conjunction with the process: one kickoff meeting that will include discussion on zoning and the Master Plan, a second meeting to present the working draft and the third to facilitate the public hearing on the Zoning Ordinance. We are available to attend additional remote meetings (\$300) and/or in-person meetings (\$1,200).

STEP 4 | Public Engagement

It is our understanding that limited public engagement has occurred on the draft zoning amendments. We will provide online information with opportunities to comment and ask questions as well as facilitate two workshop/study sessions, which we propose to hold 60-90 minutes before the regular Planning Commission meetings as described above.

STEP 5 | Clearzoning® Conversion

The Clearzoning Conversion process will include the reorganization of the draft ordinance into seven key articles: Introduction, Definitions, Zoning Districts, Use Standards, Site Standards, Development Procedures, and Administration, Appeals & Enforcement. If the Township wishes to keep the Subdivision regulations with the Zoning Ordinance, we can add an eighth article. Alternatively, that could stand alone. The final product will be an interactive PDF file that can be used with Adobe Acrobat Reader, a free program; the ordinance will be hyperlinked, with easy-to use graphics and charts, in a manner similar to other Clearzoning codes.

After the transformation process, the new Zoning Ordinance will include, at a minimum, the following elements:

- A use district matrix (with zoning district headings hyperlinked to the district regulations)
- One illustration showing setbacks for each applicable zoning district
- Up to 10 additional illustrations of definitions and zoning regulations (e.g., landscape screening, corner clearance, etc.)
- Bottom buttons on each page will be hyperlinked to the zoning map, table of contents, use matrix, and "how to use this ordinance" page
- Seven tabs will hyperlink to the key chapters of the updated code
- Each listed definition in the definition index will be hyperlinked to the actual definition page
- Three (3) bound color copies of the final ordinance
- One hyperlinked digital file (PDF) for uploading to the Township's web site

Once the ordinance is complete and adopted, the Township hosts the file on its website. Giffels Webster does not charge any annual fees once the ordinance is converted. The PDF format offers an extensive array of accessibility features, which will be fully utilized in the final document. When the Township makes future amendments to the ordinance, the information will be sent to Giffels Webster to place in proper Clearzoning form, and a new, updated file will be provided to the Township, with a separate electronic file that documents the pages that were changed. This work will be done based on the current "per page amended" fee, which for 2024 is \$25.00 per page amended and \$1 per page with modified hyperlinks only. If we create the Zoning Map, map changes will be charged on an hourly basis. This is similar to the way other code companies charge for updated codes; however, as noted above, there is no annual fee associated with a ClearZoning Ordinance, which is different from other code companies.

Interactive Zoning Map - Optional. A static version of the map with a link to the interactive map will be included in the Zoning Ordinance. Our GIS team will work with Township/County GIS staff to place the approved draft Zoning Map into the interactive format for final adoption if that option is selected. This element will be quoted separately and will be based on availability of data and access.

STEP 6 | Public Hearing & Adoption

Giffels Webster will help facilitate the public hearing for the Zoning Ordinance, including any needed assistance drafting notices of public hearing and adoption and resolutions of adoption. After adoption, Giffels Webster will finalize the document and activate the interactive zoning map (if applicable).

TOTAL FEE: \$24,800

Proposed Work Program - Master Plan

Process - Updated July 2024

This project is a set of targeted updates to the Suttons Bay Township Master Plan, based on the Planning Commission's Five Year Master Plan Review (MP Review), conducted in February 2024. The process includes three public workshops/Planning Commission meetings and an online platform. It will primarily focus on three modules: housing, the agriculture industry, and sustainability.

STEP MP1 | Kickoff: Base map, website, meeting

1. Kickoff - Meeting 1. Meet with the Planning Commission to kick off project (along with the zoning amendment discussion noted earlier). Discuss findings and suggestions from the Planning Commission's MP Review.
2. Website. Create a website to make planning & zoning documents available to the public and notify the public of meetings. Information and drafts will be posted here throughout the process. A direct email link can also be established on the website that will allow the public to submit input and feedback.
3. Plan Preparation Notices. Coordinate with Township staff to prepare and distribute public notices of the Township's intent to update the Master Plan as required by State law.
4. Data collection & Inventory. Update and assess demographic data to understand changes since the last plan's adoption in 2011.
5. Community survey. Using the 2011 survey as a template, update with questions to both gauge the change in sentiments/needs as well as potentially ask new and/or updated survey questions about current needs. This will be discussed with the Planning Commission at the kickoff meeting.

Timeline: 1 month

Cost: \$2,700 [30 hours @ a blended hourly rate of \$135]

STEP MP2 | Master Plan Update Modules

This step includes three public workshops that will offer opportunities to weigh in on the plan's focus areas. This task will begin with a PC review of the initial public input (survey).

1. **Module 1: Housing.** As noted in the Township's MP Review, the "imbalance of housing" was identified in the 2011 Master Plan, but the conditions have continued. The Township is looking to understand community housing needs and identify practical and appropriate strategies to address housing for current and future Township residents of all ages.
2. **Module 2: Agriculture.** The MP Review suggests a need to explore the evolving needs of the agriculture sector, the critical role of local farmland in state and national food production, and the perspectives of property owners.
3. **Module 3: Sustainability & Resiliency.** This module explores strategies for improving the township's environmental, economic, and social sustainability, and resiliency in the face of future challenges. This work dovetails with planning for alternative energy as noted in the MP Review.

Timeline: 6 months

Cost: \$19,800 [120 hours + three in-person workshops]

Step MP3 | Implementation Strategies:

1. Meet with the PC. Review public response to plan module development.
2. Future Land Use Map. The update will include an update of the Future Land Use Plan Map supporting recommendations based on the existing conditions analysis, public input, and goals and objectives. A narrative of the intent of each land use category will be provided in tabular form. Graphics and implementation details illustrating specific proposals will be included as appropriate.
3. Implementation Strategies. The Master Plan update should be a living document, one that provides guidance and direction for short and mid-term action plans. Realization of the community's vision, as identified in the Master Plan, will only come to fruition through decisive actions that result from an implementation strategy.
 - Action Items Summary Table: An easy-to-use checklist for prioritizing implementation strategies. Identify a champion, partners, and potential funding source for each specific action item to ensure implementation success.
 - Zoning Plan: Prepare a Zoning Plan to guide short-range zoning decisions. Relate current districts to each land use category as necessary. Provide direction for zoning changes needed as a result of the Master Plan.

Timeline: 3 months

Cost: \$6,600 [40 hours + 1 in-person meeting]

Step MP 4 | Public Hearing & Adoption

1. Meet with the PC. Meet with the PC to review the final working draft plan. Refine as needed.
2. Comment Period. The plan is distributed to neighboring communities and agencies for comment. This period doubles as a period for citizen comment.
3. Notices. After the plan is finalized based on feedback received during the comment period, prepare notice of public hearing in accordance with the Michigan Planning Enabling Act. Prepare Resolutions of Adoption.
4. Public Hearing. Present draft plan at the public hearing with the Planning Commission. Assist the Planning Commission with final adoption procedures.

Timeline: 3 months (63-day review period included)

Cost: \$5,640 [24 hours + 2 in-person meetings]

Step MP 5 | Plan Completion

Refine draft as needed and prepare electronic copy in PDF format. Coordinate with Township staff to ensure the adopted Plan is distributed in accordance with state law.

Timeline: 1-2 months

Cost: \$1,080 [8 hours]

TOTAL COST: \$37,020

Note: Where we can combine meetings for Zoning and Master Plan discussions, we will do so. We will hold our final invoice until the end of the project, and we will reduce the project if we attend fewer meetings (1 combined zoning/master plan + 2 Zoning Ordinance + six master plan meetings).



Suttons Bay Township Board
95 W Fourth Street
Suttons Bay, MI 49682

July 18, 2024

Dear Suttons Bay Township Board Members,

This letter is in support of Deon Vaughan as a Suttons Bay Bingham District Library Board Trustee representing Suttons Bay Township. Deon is willing to serve the Trustee's 4 year term, beginning her appointment this summer through January 2028.

Deon is a regular library patron and is familiar with the Suttons Bay Bingham District Library's mission and services. She is also willing to learn more about library operations and policies locally and in general. She has expressed great enthusiasm in making this contribution to her local community. I believe she will serve as a good steward and advocate for the library now and in the future.

As the current Chair of the United Way of Northwest Michigan's Board of Directors, Deon is familiar with the role and responsibilities of a Board member. Additionally, she has met with Library Board president Sandy Boone and attended a meeting of the Libard Board - I really appreciate that Deon took the time to make sure this role is a good fit for her.

I fully support Deon Vaughan as a representative of Suttons Bay Township on your Library Board.

Danielle 'Nellie' Danke
Director
Suttons Bay Bingham District Library
PO Box 340 416 Front Street
Suttons Bay, MI 49682
231-271-3512
sbhdl.org

Via Hand Delivery

July 23, 2024

Jean Moe, Township Clerk
95 W. Fourth Street
Suttons Bay, Michigan 49682

Re: Request for appointment to Board of Trustees for the Suttons Bay-Bingham District Library

Dear Jean,

It was very nice to meet you last week and I appreciate your guidance concerning my request. As a result, I respectfully request that the Suttons Bay Township Board appoint me to the Board of Trustees for the Suttons Bay-Bingham District Library as a representative from Suttons Bay Township.

By way of brief background, I have been a full-time resident of Suttons Bay Township for more than 3 years and a Suttons Bay Township homeowner for almost 20 years. I am a retired corporate lawyer with 30 years of broad based legal, environmental and compliance expertise and my experience also includes more than 2 years of nonprofit board leadership as the chair of the Board of Directors for the United Way of Northwest Michigan.

I am a regular patron of our Library and have always been impressed by the professionalism of our Library Director, her knowledgeable and friendly staff and the library's efficient operation. I would like to support the Library through participation on the Board as a trustee.

Thank you again for your assistance and for the Township Board's consideration of my request. Please let me know if there are any questions and next steps.

Best regards,


Deon Vaughan
1197 S. Nanagosa Trail
Suttons Bay, Michigan 49682

cc: Sandy Boone, President of the Board of Trustees, Suttons Bay-Bingham District Library
Nellie Danke, Library Director, Suttons Bay-Bingham District Library