

AGENDA
SUTTONS BAY TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
95 W 4th Street, Suttons Bay
Tuesday, May 7, 2024
6:00 PM

THE MEETING WILL BE HELD AT **SUTTONS BAY-BINGHAM FIRE HALL-201 S ST MARYS**, Suttons Bay. The public may participate in person. **Zoom access is for Viewing only.**

Join Zoom Meeting

<https://us02web.zoom.us/j/87137367991?pwd=MEgrQnhEbTdPTkIJeG1uTlhIZXVUZz09>

Meeting ID: 871 3736 7991

Passcode: 562067 +1 312 626 6799

Call to Order and Notation of Quorum

Approval of Agenda

Public Comment

Conflict of Interest

Approval of Minutes: April 2, 2024

Items of Discussion/Consideration:

1. Update on Professional review of Zoning Ordinance
2. Continued Discussion and Consideration Amendment to Existing Ordinance - Neighborhood Residential Zoning District
3. Election of Officers
4. 2023 Annual Report

Reports:

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

Commissioners' Comments

Public Comment

Next Regular Meeting – June 4, 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 MEETING
95 W 4th Street, Suttons Bay
Tuesday, April 2, 2024
6:00pm

CALL TO ORDER AND NOTATION OF QUORUM

Tom Koernke, Chair, called the meeting to order at 6:00 pm. Quorum noted.

Commissioners Role-Call: Chair Tom Koernke, Eric Carlson, John Clark, Rhoda Johnson, Dee McClure, Patti Miller, Tom Nixon and Kevin Weber, who is filling Don Gregory's term ending 12.31.2025.

Absent: Andy Brandt

Staff Present: ZA Steve Patmore, Recording Secretary, Mary Kuznicki

Chair Koernke asked for all current commissioners to give a brief introduction to the 2 new commissioners Kevin Weber and Gary Thornton prior to discussing the agenda. Gary Thornton was in attendance. He will be filling Dee McClure's term ending 12.31.2024.

APPROVAL OF AGENDA

Motion to approve the April 2, 2024 agenda as presented by McClure, 2nd by Carlson, motion approved to accept the agenda as presented.

PUBLIC COMMENT- Larry Mawby of Peninsula Housing in conjunction with Urban Design Assoc will hold a public hearing on the last day of April and first 2 days in May. They are looking for public comment and concerns on their design. May 2 at 6pm there will be a parcel reveal with public input.

Commissioner McClure said she had an edit to this month's agenda. She asked Chair Koernke if he should hold elections for Vice Chair and Secretary in lieu of Commissioners Gregory's and McClure's resignations. Gregory was the Vice Chair and McClure is the Secretary. Chair Koernke said he would hold election at the May Meeting and the item was already on the agenda.

CONFLICT OF INTEREST: None

APPROVAL OF MINUTES:

Approval of the March 5, 2024 Planning Commission minutes with corrections by Commissioner Nixon, 2nd by Commissioner McClure. Minutes approved with edits.

ITEMS OF DISCUSSION/CONSIDERATION:

1. Update on Professional review of Zoning Ordinance- Giffels Webster is reviewing the Draft of the Z.O. overhaul. Patmore converted the document to an MS Word file. The PC should have something to review at next month's May meeting.

2. Neighborhood Residential Zoning District Amendment to existing Zoning Ordinance- Area of discussion is from Herman Road to Pineview. The Planning Commission is encouraged to adopt this article soon due to several builders that have both property and plans and are ready to proceed. Patmore & commissioners discussed the 6-page document of the proposed amendment.

3. Adopt a resolution on a Review of 5-Year Master Plan- The last Master Plan was written in 2011 and was joint with the Village. The Master Plan needs to be rewritten due to many changes in the Township. ZA Patmore read a prepared resolution proposal. Edits were made to the resolution and a motion was made by McClure to accept the (edited) proposed resolution, 2nd by Carlson, all ayes. A roll-call vote was taken. ZA Patmore will make suggested edits and McClure will sign the resolution after tonight's meeting concludes.

REPORTS:

- Zoning- Steve Patmore: the township has received 50 applications for Short Term Rentals. The cap is set at 150. Seems like a high number however the Twp does not know how many will apply from the Ag district. Once those applications are in, the number of available applications can be lowered.

- Planner- The Giffels Webster firm has been hired and is currently reviewing the Zoning Ordinance and will have a report/update on what needs to be done for completion by next month.

- Township Board- Eric Carlson: The SB Twp Board met on Wednesday, March 27th. The next Twp Board meeting is on Wednesday, April 8th. Topics discussed were Truth in Taxation, the 2024-2025 Budget and the 5-Year Master Plan which needs to be reviewed and rewritten. The SB Twp Board is aware they need to hire a planning firm to review the 5-Year Master Plan. Money is in the budget to hire a planner. Discussion on hiring Trudy Galla if she is interested and potential to work on projects for the Township.

- Chair comments- Chair Koernke thanked Dee McClure for her 9 years of public service on the Suttons Bay Township Planning Commission.

COMMISSIONERS COMMENTS: Commissioners also appreciated Dee McClure for her years of service on the Planning Commission, she will be missed.

PUBLIC COMMENT:

Larry Mawby commended the Planning Commission and said to "keep up the good work". The Commissioners can zoom in to a hearing from Urban Design on April 9 from 4-5pm. Let Larry know if you are interested, and he will forward access to the meeting. Design Workshop to share with public- April 30, May 1 & 2 at the Suttons Bay Fire Station in the community room. Publicity for this event is forthcoming.

NEXT REGULAR MEETING: Tuesday, May 7 at 6:00pm in the Suttons Bay/Bingham Fire Station Community Room due to a conflict with the election.

ADJOURNMENT - Chair Koernke adjourned the meeting at 7:30p.m.

Minutes by Mary Kuznicki, Recording Secretary
Dee McClure, Secretary