

AGENDA
SUTTONS BAY TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
95 W 4th Street
Tuesday, October 1, 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/88192380501?pwd=5Uss68DJapTa9aDnh5q8EbwLcdZSw8.1>

Meeting ID: 881 9238 0501

Passcode: 691660

Call to Order and Notation of Quorum

Approval of Agenda

Public Comment

Conflict of Interest

Approval of Minutes: September 3, 2024

Items of Discussion/Consideration:

1. **Zoning Ordinance Overhaul Project – Incorporate into Clearzoning Format**
 - Kick-off Meeting with Giffels Webster
 - Neighborhood Residential Zoning District.

2. **Suttons Bay Township Master Plan Update - Kick-off Meeting with Giffels Webster**

Reports:

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

Commissioners' Comments

Public Comment

Next Regular Meeting – November 5, 2024 (at Suttons Bay Fire Station Meeting Room)

Adjournment (8:00 PM unless extended by a motion.)

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
95 W 4th Street, Suttons Bay
Tuesday, September 03, 2024
6:00 PM**

Call to Order and Notation of Quorum

Call to Order at 6:00p.m. on Tuesday, September 03, 2024. Quorum noted.

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

Via ZOOM: Patti Miller, Kevin Weber

Staff: Steve Patmore, Mary Kuznicki

Approval of Agenda

Motion to approve the SB Twp PC Agenda by Comm. Brandt, 2nd by Comm. Thornton, Agenda approved.

Public Comment: None

Conflict of Interest: None

Approval of Minutes:

August 06, 2024, Meeting Minutes

Motion to approve SB Twp PC 08.06.24 minutes with edits by Comm. Nixon, 2nd by Comm. Johnson, motion passed.

Items of Discussion/Consideration:

1. Topic: Hearing and Deliberation - Zoning Amendment to the Waste Management Zoning District to allow condominium storage and business units under separate ownership.

- a. Public Hearing: Chair Tom Koernke open the public hearing for comments

- b. Discussion, Deliberation and possible Recommendation to the SB Twp Board:

ZA Patmore introduced the request and offered suggested wording for the new ZO Amendment to commissioners.

-Amendment reduces the size of lot from 1-acre parcels to ½ acre

-Property is currently Zoned as Waste Management and ~~will~~ ^{MAY} be rezoned to C-2 **IN THE FUTURE.**

-Approving the new ZO Amendment does not mean the SB Twp PC accepts the applicant's proposal. The applicant must go through a site-plan review.

-Current Storage Containers on property were never addressed, owner will make amends with SB Twp once ZO Amendment is defined and his site plan has been approved.

-Attorney has not reviewed Amendment but Patmore is confident the wording is acceptable

PATMORE WAS ASKED IF THE ATTORNEY HAS REVIEWED THIS AMENDMENT.

(SP NOTES)

Chair Koernke asked for comments from the applicant or their representative. Mr. Jefferies said he was there to answer questions and clarify any information regarding the proposed site plan from the commissioners. Chair Koernke then asked the Commissioners if they had any comments.

- During Site Plan Review, condo owner uses will be defined (retail from property in question)
- This is the only lot that would be affected by rezoning the Waste Management District
- Parking and outdoor storage were questioned. The Site-Plan review will define these terms.
- Patmore has received calls from “garage” workshop owners looking for commercial storage/worksite away from their private residence.
- As sites are resold, each new owner must offer their plans for use and be approved.

Chair Koernke opened the floor to Public Comment.

-Larry Mawby of Peninsula Housing: He feels this a very reasonable modification to our current ZO. The change will allow for the kind of use that is prevalent in this area.

Chair Koernke then closed the Public Hearing at 6:16 PM.

A vote was taken based on the ZO Amendment wording as presented by ZA Patmore: To Allow Clustered Condominium Units/Smaller Lots in the Waste Management Zoning District. Motion was made by **Carlton** to accept the proposed Amendment, 2nd by Clark, all Ayes, motion passed.

2. Topic: Zoning Ordinance Overhaul Project.

- a. SB Twp 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 PM.
- 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. Other preliminary “homework” needed from the SB Twp PC for the kickoff

3. Topic: Suttons Bay Township Master Plan Update.

- a. SB Twp Board has approved retaining Giffels Webster to update the Township’s Master Plan. Although the proposed contract amount is over budget, the contract will lap over 2 fiscal years and the Township budget will absorb the extra costs. There will be cost savings by GW doing both the ZO & MP.
- b. Kick-off meeting scheduled for Tuesday, September 24th at 6:00 PM. GW representatives will attend the meeting via ZOOM to discuss the projects.
- c. Preliminary “homework” needed from the SB Twp PC for the kick-off. ZA Patmore offered a hard copy of the current Master Plan for any commissioner who would like one. It is available online as well. Comm Thorton asked for the Village MP as well. Patmore will send the links to all commissioners.

Reports:

- Zoning Administrator Steve Patmore submitted report. Not a busy month for permits. SB Twp has issued 59 of the 150 STR permits for 2024. The Ag District has been included in this number of permits. If so few permits are being issued, can the amount be reduced? That number will be reduced after a full year of the new amendment being in place.
- Planner: No Report
- Township Board: Eric Carlson reports on SB Twp Board Meeting. The next meeting is on Sept 11. He toured 45th Parallel Park which has some 40 acres. There is an opportunity for this lightly-used park and possible development.
- Chair comments: Tom Koernke took Comm Nixon's recommendation to review a sample of *Clearzoning* from another village. The software is interactive, intuitive and user-friendly. It will be a wonderful tool for our township and its members. Optional homework for commissioners is to share a short summary of goals to guide the new Master Plan. The submissions will be shared with GW, who will also make several attempts to get public input on the MP after the SB Twp PC ideas.

Commissioners' Comments

Commissioner Nixon & Thornton are not available for the Sept 24th Special Meeting.

Public Comment

Larry Mawby thanked the commissioners for their work on the new ZOO and plans to attend the Sept 24th special meeting with GW present. ZA Patmore has asked for the Neighborhood District to be the first item on the agenda at the Special Meeting with GW.

Special Meeting – September 24, 2024

Next Regular Meeting – October 01, 2024

Adjournment: 6:55 PM by Chair Tom Koernke

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