

## NOTICE OF PUBLIC MEETING:

The Regular Meeting of the Suttons Bay Township Board is hereby called for 5:15 PM Wednesday, April 10, 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.

#### **REPORTS:**

- Planning & Zoning
- Parks & Recreation
- Fire Authority

#### **OLD BUSINESS:**

1. Approval of the Minutes: Previous Meetings March 27, 2024
2. Payment of the Bills

#### **NEW BUSINESS:**

1. Accept Planning Commission Resolution to Update and Rewrite the Township Master Plan
2. Seek a proposal from the firm Fishbeck to provide PC services on an hourly basis
3. Review draft Intergovernmental Agreement for Water Sewer Service

#### **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

MARCH 2024 (to-date)

For April 2024 PC Meeting

Prepared by Steve Patmore, March 27, 2024

### LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
March 2024 (to-date)	1	1	0	0	0
Year To Date	4	3	0	1	0
Year to date 2023	5	2	2	1	0
Year to date 2022	12	5	5	2	0
Year to date 2021	6	4	1	1	0
Year to date 2020	2	0	0	1	1
Year to date 2019	5	4	1	0	0
Year to date 2018	6	4	1	1	0
Year to date 2017	5	0	2	2	1
Year to date 2016	5	2	1	1	1

LUP 24-004      2201 N. Beaudwin Creek Rd.      New Single-Family Dwelling

Another single-family dwelling permit in progress.

Revisions to existing permits

#### Land Divisions:

- Several inquiries on potential splits.
- One division approved involving "exempt" divisions

#### Zoning Board of Appeals:

- No Activity

#### Short Term Rentals:

- 50 short term rental permits issued so far for 2024
- Applications coming in.
- Many questions on the new ordinance.

#### Other:

- Inquiries and meetings with property owners on potential land uses.
- FEMA Flood Plain monthly workshops.
- Master Plan Review
- Discussions with property owner on a potential request for changes to current Waste Management District zoning language.

## DRAFT MEETING MINUTES

The special meeting of the Suttons Bay Township Board

Wednesday, March 27, 2024

5:15 PM Sutton Bay Township offices

95 W Fourth Street, Suttons Bay

### CALL TO ORDER:

The meeting was called to order by Supervisor Doug Periard at 5:15pm.

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

Staff: Z.A. Steve Patmore and Recording Secretary Mary Kuznicki (via ZOOM)

### APPROVAL OF THE AGENDA:

Motion by Petroskey to approve the agenda as presented, 2<sup>nd</sup> by Moe, motion passed, agenda approved.

### PUBLIC COMMENT:

None

### REPORTS:

1. Planning & Zoning - ZA Steve Patmore  
A zoning ordinance consultant has been hired by the SB Township Board. The 5-year Master Plan is also under review and will need a rewrite.
2. Parks & Recreation - Pete Ostrowski  
Reviewed all the projects at various Township Parks, the costs involved and their progress.
3. Fire Authority - Dorothy Petroskey  
Approved the 2024-2025 budget at the last meeting.

### OLD BUSINESS

1. Approval of the Minutes: Previous Meetings February 14, 2024 and February 19, 2024  
Workshop:
  - a. 2/14/24 minutes: Motion by Petroskey, 2<sup>nd</sup> by Slocombe, minutes approved as presented.
  - b. 2/19/24 workshop minutes: Motion by Moe, 2<sup>nd</sup> by Periard, minutes approved as presented.
2. Payment of the Bills
  - a. Motion by Petroskey to pay bills for month of March 2024 in the amount of \$33,503.35, 2<sup>nd</sup> by Slocombe, motion passed.

### NEW BUSINESS

1. Truth in Taxation Hearing-Take Comments on 2024/2025 Budget-Set Millage Rate. Public Hearing opened at 5:39pm, comments taken. Hearing closed at 5:43pm.
2. April 1, 2024-March 31, 2025 Budget Adoption. Adoption of the 2024-2025 Budget was accepted as written, motion by Periard, 2<sup>nd</sup> by Carlson. All Ayes. A roll-call vote was taken, motion passed.

3. 2024-2028 Draft Parks and Recreation Plan Resolution 7 of 2024- Ostrowski shared with the SB Township Board of Commissioners the Parks & Rec Budget and needed financing for projects at Herman Park. Motion by Slocombe to approve the budget, 2<sup>nd</sup> by Carlson, all Ayes, followed by a roll-call vote, motion passed.
4. Appoint Planning Commission Member(s)-Terms ending December 31, 2026
  - a. Commissioner Don Gregory - Term expires 12.31.2024. Letter of resignation received via email. Kevin Weber will fulfill Commissioner Gregory's term beginning April 1, 2024. A certificate of appreciation will be noted for Trustee Gregory's 33 years of public service.
  - b. Commissioner Dee McClure – Term expires 12.331.2025. Letter of resignation received via email. Gary Thornton will fulfill Commissioner McClure's term beginning May 1, 2024. Motion by Petroskey, 2<sup>nd</sup> by Carlson
5. Personnel Committee Recommendation-Parks Position
  - a. Draft a "Parks & Rec Manager" position, which will be full-time and non-voting on the SB Twp Board.
  - b. Draft a "Parks & Rec Assistant" which will be a part-time position whose duties will be day by day to assist the Park & Rec Manager.
  - c. Draft changes to the SB Twp By-Laws defining the new position(s).
 Motion to accept the 3 documents by Carlson, 2<sup>nd</sup> by Slocombe, all Ayes, motion passed.

Motion by Carlson, 2<sup>nd</sup> by Petroskey to authorize the SB Twp Supervisor to seek candidates for the 2 new Parks & Rec positions (once defined) in the local newspapers. Motion was amended to have the personnel committee submit an ad seeking the Parks & Rec positions to Clerk Moe who will then post the ads in local papers. The revised motion was submitted by Carlson, 2<sup>nd</sup> by Petroskey, all Ayes. Motion passed.

**PUBLIC COMMENT:**

Dorenda LaFever stated she emailed the SB Twp Supervisor a letter regarding handicap accessibility in the township and county. She applauds the progress made. Discussion on Barrier Free vs ADA Standards vs Universal Access. She would like to offer her services and expertise to conduct an audit in 2025 when reviewing compliance for handicap accessibility.

**BOARD MEMBER COMMENTS:**

None

**ADJOURN**

The next SB Township Board Meeting will be held on Wednesday, April 8 at 6:00pm. Meeting adjourned by Supervisor Periard at 6:30pm.

Submitted by Recording Secretary Mary Kuznicki  
Township Clerk, Jean Moe

**Suttons Bay Township**  
**Unpaid Bills Detail**  
As of April 10, 2024

Type	Date	Num	Due Date	Aging	Open Balance
<b>AF Group</b>					
Bill Pmt -Check	09/13/2023				-1,061.00
Total AF Group					-1,061.00
<b>Anavon Technology Goup</b>					
Bill	04/10/2024		04/20/2024		136.20
Total Anavon Technology Goup					136.20
<b>Andy Brandt</b>					
Bill	04/10/2024		04/20/2024		138.53
Total Andy Brandt					138.53
<b>Christy Brow</b>					
Bill	04/10/2024		04/20/2024		448.04
Total Christy Brow					448.04
<b>Debbie Slocombe</b>					
Bill	04/10/2024		04/20/2024		118.26
Bill	04/10/2024		04/20/2024		142.04
Total Debbie Slocombe					260.30
<b>Dee McClure</b>					
Bill	04/10/2024		04/20/2024		184.70
Total Dee McClure					184.70
<b>Dennis Rathnaw</b>					
Bill	04/10/2024		04/20/2024		110.82
Total Dennis Rathnaw					110.82
<b>Donald Gregory</b>					
Bill	04/10/2024		04/20/2024		138.53
Total Donald Gregory					138.53
<b>Dorothy Petroskey</b>					
Bill	04/10/2024		04/20/2024		125.72
Bill	04/10/2024		04/20/2024		2,286.80
Total Dorothy Petroskey					2,412.52
<b>Doug Periard</b>					
Bill	04/10/2024		04/20/2024		1,534.08
Total Doug Periard					1,534.08
<b>DTE Energy</b>					
Bill	04/10/2024		04/20/2024		155.13
Total DTE Energy					155.13
<b>ElectionSource</b>					
Bill	04/10/2024		04/20/2024		1,026.19
Total ElectionSource					1,026.19
<b>Elizabeth Mahaney</b>					
Bill	04/10/2024		04/20/2024		92.35
Total Elizabeth Mahaney					92.35
<b>Eric Carlson</b>					
Bill	04/10/2024		04/20/2024		147.83
Bill	04/10/2024		04/20/2024		142.04
Total Eric Carlson					289.87

**Suttons Bay Township**  
**Unpaid Bills Detail**  
As of April 10, 2024

Type	Date	Num	Due Date	Aging	Open Balance
<b>Gleaner Life Insurance Society</b>					
Bill	04/10/2024		04/20/2024		9,641.45
Total Gleaner Life Insurance Society					9,641.45
<b>Hadley Dickenson</b>					
Bill	04/10/2024		04/20/2024		36.94
Total Hadley Dickenson					36.94
<b>Jean Ann Moe</b>					
Bill	04/10/2024		04/20/2024		2,507.14
Total Jean Ann Moe					2,507.14
<b>Jesse Fox</b>					
Bill	04/10/2024		04/20/2024		2,000.00
Total Jesse Fox					2,000.00
<b>Jill Williamson</b>					
Bill	04/10/2024		04/20/2024		75.00
Total Jill Williamson					75.00
<b>John Clark</b>					
Bill	04/10/2024		04/20/2024		46.18
Total John Clark					46.18
<b>Leelanau Enterprise</b>					
Bill	04/10/2024		04/20/2024		333.37
Total Leelanau Enterprise					333.37
<b>Mary Kuznicki</b>					
Bill	04/10/2024		04/20/2024		140.62
Total Mary Kuznicki					140.62
<b>Michigan Assessing Service</b>					
Bill	04/10/2024		04/20/2024		4,036.33
Total Michigan Assessing Service					4,036.33
<b>Michigan Township Association</b>					
Bill	04/10/2024		04/20/2024		25.00
Total Michigan Township Association					25.00
<b>Mika Meyers Attorneys</b>					
Bill	04/10/2024		04/20/2024		608.00
Total Mika Meyers Attorneys					608.00
<b>Municipal Retirement</b>					
Bill	04/10/2024		04/20/2024		375.00
Total Municipal Retirement					375.00
<b>Netlink</b>					
Bill	04/10/2024		04/20/2024		389.27
Total Netlink					389.27
<b>Patti Miller</b>					
Bill	04/10/2024		04/20/2024		138.53
Total Patti Miller					138.53

## Suttons Bay Township Unpaid Bills Detail As of April 10, 2024

Type	Date	Num	Due Date	Aging	Open Balance
<b>Pete Ostrowski</b> Bill	04/10/2024		04/20/2024		3,494.53
Total Pete Ostrowski					3,494.53
<b>Rhoda Johnson</b> Bill	04/10/2024		04/20/2024		138.53
Total Rhoda Johnson					138.53
<b>Sandra Van Huystee</b> Bill	04/10/2024		04/20/2024		482.14
Total Sandra Van Huystee					482.14
<b>Spectrum Business</b> Bill	04/10/2024		04/20/2024		69.99
Total Spectrum Business					69.99
<b>Staples</b> Bill	04/10/2024		04/20/2024		57.58
Total Staples					57.58
<b>Steven Patmore</b> Bill	04/10/2024		04/20/2024		3,273.31
Total Steven Patmore					3,273.31
<b>Suttons Bay Township</b> Bill	01/10/2024		01/20/2024	81	221.64
Total Suttons Bay Township					221.64
<b>Tom Koernke</b> Bill	04/10/2024		04/20/2024		221.64
Total Tom Koernke					221.64
<b>Tom Nixon</b> Bill	04/10/2024		04/20/2024		138.53
Total Tom Nixon					138.53
<b>Village of Suttons Bay</b> Bill	04/10/2024		04/20/2024		62.40
Total Village of Suttons Bay					62.40
<b>William Sterrett</b> Bill	04/10/2024		04/20/2024		73.88
Total William Sterrett					73.88
<b>Williams &amp; Bay</b> Bill	04/10/2024		04/20/2024		249.63
Total Williams & Bay					249.63
<b>TOTAL</b>					<b>34,702.89</b>

Resolution from Planning Commission to recommend update of the township Master Plan:

- The Township Board should accept the recommendation at this time.
- We will be getting costs to perform this work, and will be presenting this to the Board at a future meeting.
- There is money in the budget to get this work started.

Steve Patmore

Zoning Administrator



# RESOLUTION

## SUTTONS BAY TOWNSHIP PLANNING COMMISSION LEELANAU COUNTY

### Five-Year Review of Township Master Plan

At the Regular Suttons Bay Township Planning Commission Meeting held on Tuesday, April 2, 2024 at 6:00 p.m. at the Suttons Bay Township Offices, 95 W. Fourth Street, Suttons Bay, MI 49682, the following Resolution was offered:

WHEREAS, the Michigan Planning Enabling Act (Public Act 33 of 2008), as amended, provides for a township to prepare, adopt, and review a Master Plan that is intended to guide the development of the community; and

WHEREAS, Suttons Bay Township, in 2011, adopted the Suttons Bay Joint Master Plan prepared by a Joint Planning Commission comprised of members of the Village of Suttons Bay Planning Commission and Suttons Bay Township Planning Commission; and

WHEREAS, in 2016, Suttons Bay Township reviewed the Joint Master Plan and, by Resolution, re-affirmed the Plan; and

WHEREAS, in 2024, the Suttons Bay Township Planning Commission performed another review of the 2011 Joint Master Plan using the MSU Extension Checklist for a 5-Year Review of a Master Plan and made the following findings:

- There is new and more accurate information available since 2011, including census data, housing data, and demographic data.
- The demographics of Suttons Bay Township have changed, including home ownership, housing prices, and there have been significant changes in the balance of housing types in the township.
- In 2023, the Village of Suttons Bay adopted a new Master Plan replacing the 2011 Joint Master Plan, and the Joint Master Plan contains many references that only apply to the Village of Suttons Bay.
- Land Uses such as the fruit industry, home-based occupations and business, and renewable energy have changed since 2011.

***THEREFORE, BE IT RESOLVED that the Suttons Bay Township Planning Commission hereby recommends to the Suttons Bay Township Board that the 2011 Suttons Bay Joint Master Plan be updated to reflect the findings made above, and a Professional Planning Firm be retained to assist the Planning Commission in creating a new Master Plan.***

*Motion by: Dee McClure*

*Supported by: Eric Carlson*

ROLL CALL VOTE:

AYES: **Miller, Johnson, Koernke, Nixon, Clark, Carlson, Weber, McClure**

NAYS: **None**

ABSENT: **Brandt**

**RESOLUTION APPROVED 8-0 ( 1 ABSENT)**

I hereby certify that the foregoing is a true copy of a Resolution duly made and passed by the Suttons Bay Township Planning Commission at a regular meeting at 6:00 p.m. on April 2, 2024 at the Suttons Bay Township Offices, 95 W. Fourth Street, Suttons Bay, MI 49682.

By: *Andrea L. McClure*  
Date: *4/2/2024*

Andrea McClure,  
Suttons Bay Twp Planning Commission Secretary

By: *Thomas F. Koernke*  
Date: *4/2/2024*

Tom Koernke,  
Suttons Bay Township Planning Commission Chair.

Request from Planning Commission to obtain Professional Planning Assistance from Fishbeck, Inc. to look into becoming a Housing Readiness Community.

- The Planning Commission wants to look into the potential for becoming a Housing Ready Community.
- There may be potential benefits, including grant opportunities, with achieving this status.
- In the absence of a staff or contacted planner since Networks Northwest terminated the Planning Contract, the Planning Commission believes that a Professional Planner would be beneficial to assist our staff and PC in this research.
- Fishbeck, Inc. has Professional Planner Trudy Galla, the former Leelanau County Planning Director, on staff that would be working with us.
- The exact scope, hourly rates, and a not-to-exceed budget will be available before your Wednesday, April 10<sup>th</sup> Board Meeting.
- There is money in the budget for planning assistance.

Steve Patmore

Zoning Administrator

**INTERGOVERNMENTAL AGREEMENT  
FOR ADMINISTRATION, OPERATION AND ENFORCEMENT OF WATER OR  
SEWER SERVICE**

This Agreement (the "Agreement") is effective this \_\_\_ day of \_\_\_\_\_, 2023 between the Village of Suttons Bay, a Michigan general law village, whose address is 420 Front Street, PO Box 395, Suttons Bay, Michigan 49682 (the "Village") and Suttons Bay Township, a Michigan, general law township, whose address is 95 West 4th Street, P.O. Box 457, Suttons Bay, Michigan 49682 (the "Township")

**RECITALS**

**WHEREAS**, this Agreement is being entered into under the Intergovernmental Contracts Between Municipal Corporations Act, MCL 124.1 *et seq* (the "Act"); and

**WHEREAS**, the Village and Township are authorized to separately purchase, acquire, construct and improve water systems and sewage systems, to operate and maintain the same within and without their respective corporate jurisdictional limits; and

**WHEREAS**, the Village and Township are empowered under the Act to exercise jointly, any power, privilege, or authority which they share in common, and which might be exercised separately; and

**WHEREAS**, the Village owns and operates public water and sewer systems; and

**WHEREAS**, on March 14, 2007, the Village and the Township entered into an Intergovernmental Agreement for Administration, Operation and Enforcement of Water and/or Sewer Services whereby the Township granted to the Village permission to construct, maintain, and operate the Village's water and sewer systems within the Township, and which established terms and conditions related to the administration, operation, and enforcement of Village water and sewer services within the Township; and

**WHEREAS**, the Village in 2021 determined that the Village's water and sewer system would not be further expanded within the Township until a new agreement could be accepted; and

**WHEREAS**, the Village has determined that such expansion shall occur only on a case-by-case basis; and

**WHEREAS**, the Township wishes to continue to permit the Village's water and sewer system that has already been constructed within the Township as set forth in this Agreement and permit the extension of the Village's public water and sewer system within the Township on a case-by-case basis; and

**WHEREAS**, the Township and Village wish to repeal all agreements in their entirety as set forth herein;

**NOW THEREFORE**, the parties in consideration of the mutual promises set forth herein and other valuable considerations agree as follows:

1. Existing Systems. The Township grants permission for the Village to continue to operate, construct, and maintain the Village water and sewer system facilities within the Township as of the effective date of this Agreement as shown on the map attached hereto as Attachment 1 (the "Existing Systems"). Except as set forth herein, the terms and conditions of the Original Agreement are expressly incorporated herein with respect to the administration, operation, and enforcement of the Village water and sewer system and services from the Existing Systems.
2. Future Extensions. Any extension of the Existing Systems or addition of Village water and sewer system facilities within the Township to serve Township properties or developments after the date of this Agreement ("Future Extensions") shall be operated, constructed, administered, and maintained by the Village and permitted by the Township only pursuant to an agreement between the Township and the Village with respect to such request for an extension or addition.
3. Term. The term of this Agreement shall be twenty (20) years unless terminated by mutual agreement of the Village and Township. Either party may terminate this Agreement by giving the other party not less than a 90-day notice of the intent to terminate the Agreement.
4. Cooperation. The Village and Township agree that they shall cooperate with each other in the performance of this Agreement and any duty or action required of them under this Agreement.
5. Entire Agreement. This Agreement including the Recitals set forth herein and the Attachments contain the entire agreement of the parties.
6. Severability. If any provision of this Agreement is held to be unenforceable for any reason, the remainder shall remain in full force and effect.
7. No Waiver. The failure of either party to insist upon the strict performance of any covenant or obligation set forth in this Agreement shall not be deemed to be a waiver of such party's right to demand strict compliance therewith in the future.
8. Not a Joint Venture. The parties do not intend this Agreement to be a joint venture.
9. Third Party Beneficiaries. This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement and their respective successors and permitted assigns.

10. Repeal. The adoption of this agreement will repeal and replace any past agreement in its entirety.
11. Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.

VILLAGE OF SUTTONS BAY

\_\_\_\_\_  
Steve Lutke, President

\_\_\_\_\_  
Shar Fay, Clerk

I, Shar Fay, Clerk for the Village of Suttons Bay certify that the above Agreement was approved by a majority vote of the Village Council at a meeting held on \_\_\_\_\_, public notice of which was given pursuant to the Michigan Open Meetings Act.

\_\_\_\_\_  
Shar Fay, Clerk

SUTTONS BAY TOWNSHIP

\_\_\_\_\_  
Doug Periard, Supervisor

\_\_\_\_\_  
Jean Moe, Clerk

I, Jean Moe, Clerk for Suttons Bay Township certify that the above Agreement was approved by a majority vote of the Township Board at a meeting held on \_\_\_\_\_, public notice of which was given pursuant to the Michigan Open Meetings Act.

\_\_\_\_\_  
Jean Moe, Clerk