

**Approved Minutes**  
**Port Sanilac Planning Commission**  
**July 26, 2022 7:00 PM**  
**Bark Shanty Community Center**

**Meeting Called to Order** at 7:00 PM by Chair Ray Emond

**Pledge of Allegiance:** Eric Bruss

**Members Present:** Eric Bruss, Bob Dear, Ray Emond, Tom Jackson, Mary Simon  
Council Liaison Jim Southard, Zoning Administrator Larry O'Keefe

Absent: Bob Batz

Guests: 2 Dan Finn, and Beth Emond

**Additions to the Agenda:** None

**Approve Agenda:** *Motion to approve the agenda by T. Jackson, seconded by E. Bruss; Motion passed*

**Public Comment/Communications:** Dan Finn from Parks and Recreation introduced himself to the Planning Commission, gave an update on the Summer Recreation Program, and mentioned that he has a lot of interest in what the Planning Commission is doing with the Master Plan.

**Approve Minutes:**

*Motion by M. Simon "to approve the minutes of the June 28, 2022 Regular Meeting", seconded by T. Jackson; Motion passed*

*Motion by M. Simon "to accept the minutes of the Master Plan Oversight Committee meeting of June 28, 2022, seconded by B. Dear; Motion passed*

*Motion by T. Jackson "to accept the minutes of the Master Plan Oversight Committee meeting of July 19, 2022, seconded by B. Dear; Motion passed*

**Council Liaison Report:** J. Southard gave an update on the street lights being replaced in the village, and the restrooms in the park. He mentioned that both of these projects have not been completed because of supply issues. They are waiting on poles for the lights and fixtures for the restrooms. He also reported that the Village Council had approved the contract with ROWE Professional Consulting Services for \$6,500 to help us with the Master Plan.

**Zoning Administrator Report:**

Permits

1. Accessory Building at 396 S. Lake St. (Approved)
2. Garage at 7335 Cedar St. (Approved)
3. Deck & ramp for ADA accessibility at 228 S. Ridge St. (Approved)
4. New Home at 95 N. Ridge St. (Approved)

**Old Business:**

1. Master Plan Oversight Committee Report: Committee met on the morning of July 19, and the members reported on the various zoning issues of flexible parking and housing options, surveys, and governance that they had been assigned. T. Jackson explained the process of

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conducting surveys in order to get the greatest possible response from the community. M. Simon reported on job applications for community service used by other communities, specifically Port Austin which is very similar to our area.

2. Sign Permit Approval by the Planning Commission: After a short discussion it was decided that Planning Commission review and approval of a sign permit was not in the current ordinances, and therefore not necessary.

**New Business:**

1. Planning Commission Annual Report: B. Dear presented a draft of the Planning Commissions Annual Report for 2021-2022 for the commission to review and check for accuracy before our meeting in August. There was a discussion about whether or not to include the Planning Commissions budget in the report.
2. Election of Officers for 2022-2023: Short discussion about the need to update our By-Laws.

*Motion by M. Simon "to nominate Ray Emond for Chair", seconded by E. Bruss; motion passed*

*Motion by E. Bruss "to nominate Mary Simon for Vice-Chair", seconded by T. Jackson; motion passed*

*Motion by M. Simon "to nominate Bob Dear for Secretary", seconded by T. Jackson; motion passed*

**Upcoming Meetings:**

Master Plan Oversight Committee workshop Monday, August 15, 2022 at 10:00 AM  
Next Regular meeting Tuesday, August 23, 2022 at 7:00 P.M.

**Meeting Adjourned:** by Chair R. Emond at 7:56 PM

Submitted by: Bob Dear  
Planning Commission Secretary