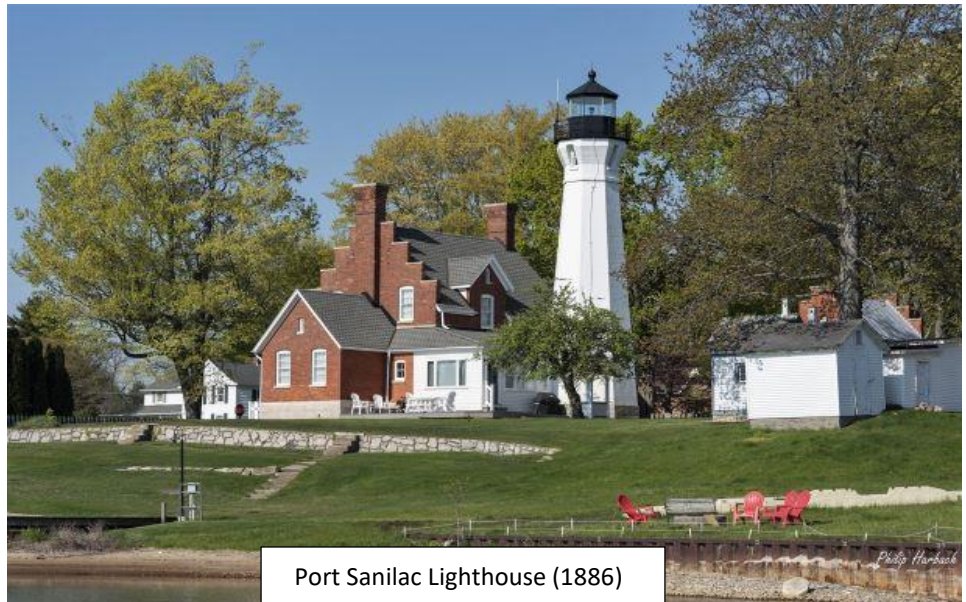


2020-2021

Village of Port Sanilac

Planning Commission Annual Report



Port Sanilac Lighthouse (1886)

Village of Port Sanilac Planning Commission 2020-2021 Annual Report

Introduction

The Planning Commission is comprised of seven appointed members, one liaison from the Village Council, and the Village Zoning Administrator. The Planning Commission (PC) holds regular monthly meetings on the fourth Tuesday of each month at the Bark Shanty Community Center. The Planning Commission's task is to review site plans, land use permits, planned unit developments, rezoning, and every five years the Village Master Plan. The Planning Commission also holds public hearings for special land use permits, and zoning text amendments.

Purpose of the Annual Report

- The Michigan Planning Enabling Act requires the Planning Commission to prepare an annual report to the Village Council:
"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."
- Increases information-sharing between the commission, committees, council, and village staff.
- Allows for planning of upcoming issues and priorities, in order to prepare and budget.

Membership

Commission Member	Office	Comments	Term Expiration
Raymond Emond	Chair		2021
Mary Simon	Vice-Chair		2022
Robert Dear	Secretary		2021
Robert Batz	Member		2023
Eric Bruss	Member		2021
Josette English	Member	Resigned in December	
Annd Frusti	Member	Appointed in December	2022
Jim Sroka	Member	Resigned in May	2022
Jim Southard	Council Liaison		
Larry O'Keefe	Zoning Administrator		

Meetings

The Michigan Planning Enabling Act requires planning commissions to hold a minimum of four meetings annually. The Port Sanilac Village Planning Commission met for eleven regular monthly meetings (no December meeting). Meetings in January thru April were electronic Zoom meetings because of Covid 19 restrictions on meetings held in public. The commission also held four public hearings, two workshops, four committee meetings, and a Zoom meeting with the Michigan Economic Development Corporation.

Village of Port Sanilac Planning Commission 2020-2021 Annual Report

Meetings (continued)

Date	Type of Meeting	Comments
July 28, 2020	Regular Meeting	(English absent)
August 25, 2020	Regular Meeting	(English absent)
September 22, 2020	Regular Meeting	(English absent)
October 27, 2020	Regular Meeting	(English absent)
November 24, 2020	Regular Meeting	(English absent)
December 22, 2020	Cancelled	
January 26, 2021	Regular Meeting	Zoom Meeting due to covid restrictions (Bruss absent)
February 23, 2021	Regular Meeting	Zoom Meeting due to covid restrictions (Simon absent)
March 23, 2021	Regular Meeting	Zoom Meeting due to covid restrictions (Frusti absent)
April 27, 2021	Regular Meeting	Zoom Meeting due to covid restrictions (Bruss absent)
May 25, 2021	Regular Meeting	
June 22, 2021	Regular Meeting	(Southard absent)

Public Hearings

Date	Purpose	Guests	Results
July 28, 2020	Special Land Use Permit for sale of alcohol at 17 S Ridge	6	Approved with conditions
September 22, 2020	Proposed changes to zoning ordinance Sections 3.32.2, 7.4.1, 11.1.11, & 13.2.4	17	Adopted by Village Council 11/17/20, 12/01/20, & 12/15/20
November 24, 2020	Proposed changes to zoning ordinance Sections 3.14.16, & 19.3.1 (G)	1	Section 3.14.16 Adopted by Village Council 12/01/20
March 23, 2021	Dimensional Variance of a Minor Nonconformity at 213 S Lake	3	Approved

Workshops & Committees

Date	Type of Meeting	Comments
July 14, 2020	Workshop	All members met to work on proposed ordinances
September 14, 2020	Forms Committee	Simon, Sroka, & ZA O'Keefe met to update forms
October 13, 2020	Workshop	All members met to work on proposed ordinances
November 10, 2021	Forms Committee	Simon, Sroka, & ZA O'Keefe met to update forms
March 31, 2021	Zoom with MEDC	Batz, Dear, Simon, Sroka, & Governance Committee
June 9, 2021	Oversite Committee	Batz, Dear, Simon, Sroka, & ZA review Baseline Report
June 29, 2021	Oversite Committee	Batz, Dear, Simon, Sroka, & ZA worked on resolutions

Village of Port Sanilac Planning Commission

2020-2021 Annual Report

Master Plan Review

- The Michigan Planning Enabling Act requires planning commissions to review and update the Master Plan every five years.
- A Master Plan Oversight Committee of 4 commission members plus the Zoning Administrator was formed in March to begin a review of the topics needing to be updated.
- On March 31 the Oversight Committee members joined the Village Council Governance committee in a Zoom meeting with Christopher Germain and Doug Piggott of the Michigan Economic Development Corporation. This was to get information on obtaining a grant of \$10,000 or more for updating the villages Master Plan.
- On June 9 the Oversight Committee and Zoning Administrator O'Keefe met to review and discuss the RRC Baseline Report from the MEDC.
- The RRC Baseline Report showed that 61% of the villages Essentials criteria is partially aligned to RRC standards, and 26% of the villages Essentials criteria has little or no alignment to RRC standards.
- The Oversight Committee felt that the village was very close to meeting many of these standards, and met again on June 29 to look at resolutions for these issues that can be brought to the Planning Commission and Village Council.

Zoning Ordinance Amendments Proposed by PC & Adopted by Village Council

Ten zoning ordinance amendments were proposed by the Planning Commission in 2020-2021. Nine of those amendments were adopted by the Village Council. Major changes were to the Central Business District, Home Occupation, and Recreational Vehicles.

- Section 11.1.11 **Add the words “per unit” at the end of paragraph B. 3.** 11/17/2020 Adopted
- Section 13.2.4 Uses Permitted by Right: **Delete the following: Multi-family dwellings; Campgrounds; Stadiums; Churches; Public or community assembly buildings; Schools; Funeral homes; Private airports, aircraft, landing pads or strips.** 11/17/2020 Adopted
- **Add Central Business District Boundaries to the Zoning Districts map: West boundary – west side of Ridge St. South boundary – north side of Cherry St. North boundary – south side of Ontario St. East boundary – village property north of Main St., and south of Main St. to Cherry St. extend to the water.** (See map) 11/17/2020 Adopted
- Article 3 General Provisions Section 3.14 Home Occupations **add “3.14.16 Medical Use of Marijuana and Facility Requirements:”** 12/01/2020 Adopted
- Section 3.32 **Change the title to: “Temporary Dwellings/Recreational Vehicles”** 12/01/2020 Adopted

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- Section 3.32.1 Temporary Dwellings – **Delete paragraph E** 12/01/2020 Adopted
- **Add Section 3.32.2 Recreational Vehicles**
 - A. **The owner of a parcel of land may park or store no more than 2 recreational vehicles upon residential premises, and shall comply with all setback requirements as outlined in these zoning ordinances. For property abutting on Lake Huron, no recreational vehicle shall be parked or stored in the front yard space of the parcel of land or premises.**
 - B. **A recreational vehicle that is parked or stored by the owner on a parcel of land attached to the primary residence or premises owned or occupied by the same owner, shall not be occupied as a dwelling.**
 - C. **A recreational vehicle that is not owned by the owner of the parcel of land attached to the primary residence shall not be parked, stored, or occupied upon said parcel of land or premises for more than 14 accumulative days in any 120 day period.**
 - D. **One recreational vehicle brought by visitors for traveling purposes may be occupied and allowed for 14 accumulative days out of a calendar year if the visitors occupying said trailer use the sanitary facilities of the dwelling of the property owner or occupants they are visiting, or make other suitable provisions for sanitary facilities. Such vehicle shall comply with all setback requirements as outlined in these zoning ordinances, and shall not be parked on any easement.**
12/01/2020 Adopted
- Amended Article 2 Definitions - Recreational Vehicles first paragraph "**to include language which would exclude any recreational vehicle used in part or whole for commercial purposes.**" (See new definition below) 12/01/2020 Adopted

Amended Definition of Recreational Vehicles:

Recreational Vehicle: A vehicle that is self-propelled or permanently towable by motor vehicle; designed primarily for use as temporary living quarters, or for recreational, camping, travel or seasonal use; and required by Michigan law to have a valid vehicle registration when traveling upon public roads (**excluding any recreational vehicle used in part or whole for commercial purposes**).

- Section 7.4.1 Under Prohibited Signs **Remove letter “E” Video screens, LED signs, and electronic reader boards.** 12/15/2020 Adopted
- Article 19 Planned Unit Development Section 19.3.1 G
“Planned Unit Development” means an area of land controlled by a landowner, to be developed as a single entity containing a minimum of **one (1)** acre, the development plan for which does not correspond in lot size, bulk or type of dwelling, density, lot coverage or required open space to the regulations in any one residential district of this chapter. Proposed by PC 11/24/2020

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Land Use Permits Report 2020-2021

Date		Location		Description	Status
June	2021	291	S Lake	Accessory Building	Approved
May	2021	350	S Lake	Accessory Building	Approved
April	2021	132	N Ridge	Accessory Building	Approved
April	2021	285	S Lake	Accessory Building	Approved
March	2021	132	N Ridge	Accessory Building	Approved
August	2020	350	S Lake	Accessory Building	Approved
April	2021	30	N Lake	Fence	Approved
April	2021	104	S Lake	Fence	Alignment - No Permit Issued
January	2021	421	S Lake	Fence	Approved
October	2020	192	S Lake	Fence	Approved
September	2020	129	Chippewa	Fence	Approved
August	2020	7241	Ontario	Fence	Approved
July	2020	404	S Lake	Fence	Approved
April	2021	214	S Lake	House	Approved
March	2021	80-82	Huron	House	Approved
March	2021	396	S Lake	House	Approved
September	2020	394	S Lake	House	Approved
August	2020	394	S Lake	House	Approved
July	2020	55	Austin	House	Approved
March	2021	441	S Lake	House Addition	Approved
October	2020	7331	Cedar	House Addition	Approved
September	2020	340	S Lake	House Addition & garage	Approved
July	2020	437	S Lake	House Addition & remodel	Denied
June	2021	108-108	N Lake	House Remodel	Approved
February	2021	213	S Lake	House Remodel & porch	Approved
November	2020	173	S Ridge	Lot reapportionment	Split with 167 S Ridge
September	2020	7025	Huron	Pool and Fence	Approved
August	2020	350	S Lake	Pool and Fence	Approved
April	2021	173	S Ridge	Porch	Approved
July	2020	309	S Lake	Porch	Approved
May	2021	173	N Ridge	Sign Permit	Approved
April	2021	78	S Ridge	Sign Permit	Approved
March	2021	170	S Ridge	Sign Permit	Approved
June	2021	7115	Main	Zoning Violation	Unused Vehicle
June	2021	32	N Lake	Zoning Violation	Noxious Weeds
June	2021	7216	Huron	Zoning Violation	Noxious Weeds

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Date		Location		Description	Status
June	2021	135	N Ridge	Zoning Violation	Noxious Weeds
June	2021	448	S Lake	Zoning Violation	Home Occupation/wood sale
June	2021	44	Church	Zoning Violation	Noxious Weeds
June	2021	41	N Ridge	Zoning Violation	Noxious Weeds
June	2021	222	S Lake	Zoning Violation	No Permit – porch
March	2021	439	S Lake	Zoning Violation	No Permit – deck
January	2021	30	N Ridge	Zoning Violation	No Permit – sign
November	2020	444	S Lake	Zoning Violation	Home Occupation/wood sale
August	2020	340	S Lake	Zoning Violation	Sign without permit on M-25
July	2020	205	N Ridge	Zoning Violation	Sign without permit
July	2020	M-25	No Address	Zoning Violation	Sign without permit
July	2020	135	N Ridge	Zoning Violation	Noxious Weeds
July	2020	7216	Huron	Zoning Violation	Noxious Weeds

