

**Approved Minutes**  
**Port Sanilac Planning Commission**  
**October 24, 2023 7:00 PM**  
**Bark Shanty Community Center**

**Meeting Called to Order** at 7:00 PM by Chair Mary Simon

**Pledge of Allegiance** led by Jim Sroka

**Members Present:** Bob Batz, Eric Bruss, Bob Dear, Ray Emond, Mary Simon, Jim Sroka,  
Zoning Administrator Larry O'Keefe

Absent: Tom Jackson (excused), Council Liaison Jim Southard

Guests: (3) Jennifer Sroka, Art Schlichting, John Goike

**Additions to the Agenda:** November meeting

**Approve Agenda:** *Motion by B. Batz, seconded by B. Dear, "to approve the amended agenda";  
Motion passed*

**Public Comment/Communications:** Art Schlichting expressed his concerns about the proposed PUD project by Patriot Builders. His concerns were about the density of the project and the development to that extent, the setbacks from the sidewalk, and storm water runoff.

**Approve Minutes:**

*Motion by B. Batz, seconded by B. Dear, "to approve the minutes of the September 26, 2023 Public Hearing"; Motion passed*

*Motion by B. Batz, seconded by R. Emond, "to approve the minutes of the September 26, 2023 Regular Meeting"; Motion passed*

**Council Liaison Report:** None

**Zoning Administrator Report:**

Land Use Permits: (2)

1. Garage addition at 7320 Cedar St. (Approved)
2. Shed at 7173 Main St. (Approved)

Other Zoning Issues: (1)

3. 71 S. Lake St. – Zoning Board of Appeals November 9, 2023 (Pending)

**Old Business:**

1. Master Plan Draft Final Updates: It was discovered that Figure 1-1: Aerial Image on p. 1-3 was a photo of the harbor in Lexington rather than Port Sanilac's harbor. M. Simon will email consultant Alex Ritcu about correcting the image. Copies of the draft will be sent to Katie Higgs our MEDC consultant, the Sanilac Township Planning Commission, and the Sanilac County Planning Commission. M. Simon will present the new Master Plan draft to the Village Council at their meeting on November 2, 2023. If the Village Council approves the draft, there would be a 63-day review period followed by a Public Hearing. A date for the Public Hearing was set for January 23, 2024 at 6:00 P.M.

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2. RRC Final Compliance Report: M. Simon presented a “Final Compliance Report” for MEDC. This report will be sent to Katie Higgs at MEDC, and she will issue the final payment on the grant.

*Motion by B. Dear, seconded by E. Bruss, “to accept the Final Compliance Report, and send it to MEDC”; Motion passed*

3. Zoning Ordinance Updates/Changes: The commission looked at our previous proposals and recommendations to determine which ones still need to be brought before a public hearing and Village Council adoption. Items still needing attention were:
  - a. Zoning change to the lot north of Willis’ Market
  - b. Article 3 General Provisions Table 3-1 Off-Street Parking Requirements
  - c. Article 13 Commercial Business District Section 13.1.3 “Living quarters above a commercial business”
  - d. Article 4 Section 4.3 Duties of the Zoning Administrator, Issue Permits (4.3.3)

**New Business:**

1. RRC Training: M. Simon contacted Katie Higgs of MEDC and she said that having someone with RRC training was not a requirement, but is highly recommended. Anyone can go for the training. There will be a “Talk to Me” webinar series starting on November 13, 2023. Another zoom series “Virtual Academy” starts on January 23, 2024. M. Simon said that she will probably look at doing some of the training.
2. Short-term Rental Talking Points: Discussion about short-term rental talking points (pros & cons), and those currently in operation being grandfathered in. According to Article 11 Section 11.1.4 short-term rentals require a special land use permit. Any rental currently in operation would have to apply for a special land use permit, and going forward would have to comply with the new ordinance. There was also a discussion about parcels in R2 districts and the 250 ft. rule. Sign in sheets with name and address will be for attendance, and a separate one for those who wish to speak. Village residents will be allowed to speak first.
3. November Meeting: Discussion about whether or not to change the November meeting date, but it was decided to leave the date as scheduled.

**Upcoming Meetings:**

Public Hearing for the Short-Term Rental Ordinance - Thursday, October 26, 2023 7:00 PM  
Next Regular meeting - Tuesday, November 28, 2023 at 7:00 P.M.  
Public Hearing for the Master Plan – Tuesday, January 23, 2024 6:00 P.M.

**Meeting Adjourned:** by Chair Mary Simon at 8:11 PM

Submitted by: Bob Dear  
Planning Commission Secretary