

Approved Minutes
Port Sanilac Planning Commission
November 28, 2023 7:00 PM
Bark Shanty Community Center

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

Pledge of Allegiance led by Ray Emond

Members Present: Eric Bruss, Bob Dear, Ray Emond, Tom Jackson, Jim Sroka,
Council Liaison Ben Hunter, Zoning Administrator Larry O’Keefe
Absent: Mary Simon (excused), Bob Batz (excused)
Guests: (1) Jennifer Sroka

Additions to the Agenda: None

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

Public Comment/Communications: None

Approve Minutes:

*Motion by J. Sroka, seconded by T. Jackson, “to approve the minutes of the October 24,
2023 Regular Meeting;” Motion passed*

*Motion by B. Dear, seconded by T. Jackson, “to approve the minutes of the October 26, 2023
Public Hearing;” Motion passed*

Council Liaison Report: Master Plan Draft was reviewed by the Village Council and approved to release for a Public Hearing.

Zoning Administrator Report:

Land Use Permits: (1)

1. Lot Split: St. Mary’s Subdivision; three lots created on the south side of Hickory St. (needs Planning Commission approval)

Other Zoning Issues: (1)

2. 71 S. Lake St. – Residential Use in Commercial District; front & side yard size (Pending)

Old Business:

1. Master Plan Issues from Council Member Hunter: Those issues were submitted to ROWE for corrections. L. O’Keefe distributed copies of the corrected draft. Commission members will continue to review for content and errors. Public Hearing is scheduled for January 23, 2024 at 6:00 PM following the 63-day public review time period. Copies of the draft have been sent to the Township, the County Planning Commission, and posted on the village website. A copy is also available in the Village office for public review.
2. Master Plan Updated Strategic Implementation Plan: After review and discussion, it was decided to make the following changes shown in **bold** in the chart below to the fourth Heading, and to strategies 2, 4, & 6:

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Strategy	Responsible Party	Completion Year	Available Funding Sources
(2.) Encourage the promotion of the village as a tourist destination.	Village Council Village Staff Business Assn.	Ongoing	Available Funding Sources
(4)		Initiate in 2024	
(6)	Village Staff Business Assn.		Available Funding Sources

Motion by R. Emond, seconded by J. Sroka, "to send the Strategic Implementation Plan back to ROWE with the recommended proposed changes;" Motion passed

3. RRC Guidelines Final Report: Decided that this would be better to discuss in the workshop that will be scheduled some time in January.
4. Final Language for Short-Term Rentals: No significant changes were made after the public hearing, and the draft has already been sent to the Village Council for their review. There was also some discussion about "grandfathering" short-term rentals and how best to do that. Suggestion was to make short-term rentals a permitted use rather than a special land use. This will be on the agenda for December.
5. Zoning Ordinance Updates: There are still some ordinance issues that have not been resolved. B. Dear will provide a list of these issues for the next meeting, and add residential yards in commercial districts to that list.

New Business:

1. December Meeting: The December meeting is currently scheduled for the day after Christmas on December 26th. After some discussion, it was decided to hold the December meeting one week earlier on December 19th at 7:00 PM.

Upcoming Meetings:

- Next Regular meeting - Tuesday, December 19, 2023 at 7:00 P.M.
- January workshop - to be determined.
- Public Hearing for the Master Plan – Tuesday, January 23, 2024 6:00 P.M.
- Regular January meeting – Tuesday, January 23, 2024 7:00 PM.

Meeting Adjourned: by Vice-Chair Ray Emond at 8:11 PM

Submitted by: Bob Dear
 Planning Commission Secretary