

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

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

Pledge of Allegiance led by Mary Simon

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: (7) Dan Finn, Julie Fagan, Jessica DeBono, Will Mossett,
Frank Mossett, Jim Sroka, John Kane

Additions to the Agenda: Project Participation added to Old Business

Approve Agenda: *Motion "to approve the agenda", by M. Simon, seconded by T. Jackson;
Motion passed*

Public Comment/Communications:

Julie Fagan spoke to the commission concerning short-term rentals, and presented a letter with 106 signatures of village residents who are in favor of encouraging short-term rentals. She feels that the benefits outweigh any negative issues, and asked that the council consider revising the zoning in the central business district to allow residential. She said that they manage 11 short-term rentals in the village and township.

Frank Mossett also spoke to the commission about short-term rentals. He owns three short-term rentals in town and two out of town. He said that he believes in being part of the solution rather than part of the problem, and that he sends out a letter to publicize businesses in Port Sanilac. He also believes in working with the Business Association in getting packets to renters in town to impact businesses.

Dan Finn asked about the status of his sign permit.

Approve Minutes:

*Motion by M. Simon "to approve the minutes of the January 24, 2023 Regular Meeting",
seconded by E. Bruss; Motion passed*

*Motion by B. Dear "to accept the minutes of the Master Plan Oversight Committee meeting of
February 8, 2023", seconded by T. Jackson; Motion passed*

New Business:

1. ROWE Professional Consultant: Corey Christensen is no longer with ROWE Consulting, and Alex Hritcu will be replacing him as consultant. He will be scheduling a meeting with us to touch base about the transition and the next steps to be taken in our Master Plan. L. O'Keefe will coordinate with the parties involved to schedule a meeting time.
2. Zoning Map Update R3 Residential: L. O'Keefe has sent the files to ROWE, and they should be able to update the map once they have the details. The Master Plan Committee will discuss it with Jason Ball and Alex Hritcu during the transition coordinating meeting.

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3. Newsletter Schedule and Questions: Village Clerk Barb Rabineau asked about suggestions of 4-6 questions for the April newsletter that will be sent out. After reviewing the survey results the committee will suggest several sub sequential questions from the survey.

Council Liaison Report: J. Southard reported that the Harbor Master has resigned, so the village is looking for a Harbor Master as well as a Parks and Recreation Director.

Zoning Administrator Report:

Permits: (2)

1. Fence 7135 Huron (Approved subject to land survey)
2. Partial Demolition-Rebuild 7280 Main (Approved)

Other Zoning Issues:

3. Fence constructed without a permit 7135 Huron St. (Obtained permit subject to survey of west property line)
4. Blight, damaged building tarp roof 365 S. Lake St. (Second Notice)

Old Business:

1. Master Plan Oversight Committee Report: The committee met on February 8th and finalized a draft of the Master Plan survey to be approved at tonight's meeting. The survey, along with a self-addressed stamped envelope to return the survey, will be sent by mail to each household in the village that gets a utility bill. Two weeks will be given to respond to the survey, and then the committee will meet to tabulate the results. A summary of the survey results will be posted on the village's website.
2. Master Plan Community Survey: Short discussion about the survey itself. The cover letter will be simplified, and the questions reduced in size to save space.

Motion by M. Simon "to approve the survey and send it out", seconded by E. Bruss; motion passed

3. Application Packets for Council, Planning Commission, and Employees: As part of the RRC Basic Guidelines recommendations, these packets have been developed to include applications, code of conduct, and verification checklists with signatures for each category of village workers that would be kept in their file.

Upcoming Meetings:

Master Plan Oversight Committee workshop (TBD)
Next Regular meeting Tuesday, March 28, 2023 at 7:00 P.M.

Meeting Adjourned: by Chair Ray Emond at 7:45 PM

Submitted by: Bob Dear
Planning Commission Secretary