

**Approved Minutes**  
**Port Sanilac Planning Commission**  
**September 26, 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 Eric Bruss

**Members Present:** Bob Batz, Eric Bruss, Bob Dear, Ray Emond,  
Tom Jackson, Mary Simon, Jim Sroka,  
Council Liaison Jim Southard, Zoning Administrator Larry O'Keefe  
Guests: 3 Philip Essenmacher, Chester Kolascz, CeAnn Kolascz

**Additions to the Agenda:** Planned Unit Development & Special Land Use Permit for John Rogers added under New Business; RRC Final report added under Old Business

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

**Public Comment/Communications:** None

**Approve Minutes:**

*Motion by B. Batz, seconded by J. Sroka, "to approve the minutes of the August 22, 2023 Regular Meeting"; Motion passed*

**Council Liaison Report:** J. Southard reported that since Councilman Ray Lange had resigned from the Village Council, someone else may have to take the RRC Training. M. Simon will check with our MEDC RRC representative for information on this.

**Zoning Administrator Report:**

Land Use Permits: (3)

1. Garage addition at 7320 Cedar St. (Pending)
2. Home addition at 7300 Orchard St. (Approved)
3. Garage addition at 81 N Lake St. (Approved)

Other Zoning Issues: (5)

4. 71 S. Lake St. – Zoning Board of Appeals September 28, 2023
5. 222 S Lake St – Zoning Violation for a sidewalk with no permit
6. 181 S Ridge St – Zoning Violation for operating an open air market without a Special Land Use Permit
7. 44 Church St – Noxious Weeds/grass higher than 8"
8. Vacant land fronting S Ridge St between the Stone Lodge and the Belaire Motel – Preliminary Plans for a Planned Unit Development submitted for review.

**Old Business:**

1. Master Plan Approval: M. Simon will present the new Master Plan to the Village Council at their meeting on October 3. If the Village Council approves, there would be a 60-day review period followed by a Public Hearing.

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*Motion by B. Batz, seconded by M. Simon, "to approve the Master Plan as presented and send it on to the Village Council for their approval"; Motion carried*

2. Public Hearing for Short-Term Rental: Public Hearing set for October 26, 2023 at 7:00 PM
3. RRC Final Report: M. Simon will email commissioners the RRC Best Practice Guidelines Final Compliance Report to review and then discuss at our next meeting.

**New Business:**

1. Ordinance Review on Fencing: Decided to carry this item over to when we look at other ordinance changes that need to be made.
2. Vice-Chair Position: T. Jackson reported that he is stepping down from the Vice-Chair position.

*Motion by R. Emond, seconded by B. Batz "to accept T. Jackson's resignation from the Vice-Chair position with regrets"; Motion carried*

*Motion by M. Simon, seconded by B. Batz, "to nominate R. Emond as Vice-Chair"; Motion carried*

3. Planned Unit Development: Philip Essenmacher from Patriot Builders gave a preliminary review of the building project they are planning to develop on the piece of property on S. Ridge St. between the Stone Lodge and Bellaire Motel, and also behind that piece of property on Martin St. He stated that they are working with MSHDA, MEDC, and Brownfield on the funding. He said that Brownfield funds can now be used to update city water and sewer, but requires the support of the local municipality. The 28 units with garages will be a mixture of rental and owned. The development will also include a gym. ROWE will be the consultant on the project.
4. Special Land Use Permit for John Rogers (Public Hearing):

*Motion by R. Emond, seconded by J. Sroka, "to approve the Special Land Use Permit Request for John Rogers with the conditions of no parking in the alley, pick-up and drop-off is allowed, and must comply with the Operational Performance Standards in Section 3.21.1 of the zoning ordinance"; Motion carried*

**Upcoming Meetings:**

Public Hearing on the Short-Term Rental Ordinance - Thursday, October 26, 2023 7:00 PM  
Next Regular meeting Tuesday, October 24, 2023 at 7:00 P.M.

**Meeting Adjourned:** by Chair Mary Simon at 8:17 PM

Submitted by: Bob Dear  
Planning Commission Secretary