

**Approved Minutes
Port Sanilac Planning Commission
July 28, 2026, - 7:00 p.m.
Bark Shanty Community Center - Port Sanilac, MI 48469**

Determine Quorum: Yes

Call to Order by Chair Mary Simon at 7:04 p.m.

Pledge of Allegiance was led by Larry O'Keefe, Zoning Administrator

Roll Call: Eric Bruss X, Don Diem X, Tom Jackson X, Marcie Kolakovich X, Art Schlichting X
Mary Simon X, Jim Sroka, Ex-Officio member X, Larry O'Keefe, Zoning Administrator X

Guests: none

Additions and Amendments to the Agenda: under Old Business added line-item C. STR

Approved the Agenda with Additions: Motion by Tom Jackson, seconded by Marcie Kolakovich. **Motion Carried.**

Public Comment: none

Approved Minutes:

May 28, 2026, Public Hearing: **Motion** by Jim Sroka, seconded by Marcie Kolakovich. **Motion Carried.**

June 23, 2026 Rowe Workshop: **Motion** by Don Diem, seconded by Eric Bruss. **Motion Carried.**

June 23, 2026 Planning Commission: **Motion** by Marcie Kolakovich, seconded by Don Diem. **Motion Carried with amended corrections.**

Ex Officio Report: was presented by Jim Sroka

Fireworks final tally was \$7,280.? Almost half of the total bill was collected.

DPW-Village new DPW Truck was delivered on July 27, 2026.

"Sidewalks" still working on a resolution.

Zoning Administrator Report: was presented by Larry O'Keefe

7260 Main Street (CBD) she submitted a new amended parking plan on July 23, 2026. 19 confirming parking spots. Discussed hours of operation, and busiest times of the day with parking spaces needed. (Possible verbal agreement with Dollar General.)

Motion by Jim Sroka, seconded by Marcie Kolakovich to approve new amended parking plan. **Motion Carried.**

Old Business:

I. Short Term Rental

a. Current Status on Violations:

135 N. Ridge St. – Reported to Ordinance Enforcement; Owner renewed.

437 S. Lake St. – Reported to Ordinance Enforcement; owner has completed clean up.

71 S. Lake St. – Reported to Ordinance Enforcement; Noise violation has been handled.

b. Short Term Rental Zoning Ordinance to be reviewed by Governance members and Village Council members.

c. **STR Ordinance** – address designated Agent (Section “F”) No Noise Ordinance for during the day (7:00 a.m. -11:00 p.m.)

II. Rowe Workshop Update:

Workshop on July 20, 2026 comments were sent to Wade Burkholder, future discussions will be at the next Rowe workshop on August 25, 2026. Future Zoning work; complete Table of Uses, parking, lakefront property.

III. Parking Plan for 7260 Main St. was discussed under Zoning Administrator report.

IV. Dollar General Windows-still working a resolution between building owner, Dollar General Corporation and raising the funds for the vinyl window graphics, a rough estimate \$9,500.

New Business:

I. Election of Officers:

a. **Nominations for Chair for Mary Simon** by Eric Bruss. Mary accepted the nomination.

Motion by Eric Bruss, seconded by Don Diem to accept Mary Simon’s nomination for Chair.

Motion Carried.

b. **Nomination for Vice Chair for Marcie Kolakovich** by Mary Simon. Marcie accepted the nomination.

Motion by Mary Simon, seconded by Tom Jackson to accept Marcie Kolakovich nomination for Vice Chair.

Motion Carried.

c. **Nomination for Secretary for Barbara Joslin** by Tom Jackson. Barbara accepted the nomination.

Motion by Tom Jackson, seconded by Jim Sroka to accept Barbara Joslin nomination for Secretary.

Motion Carried.

II. North Park Update: Notification by the State will be in late August. First, Council will have to accepted the State’s ideas and plans, then second, application process.

III. Port Sanilac Community Fund: They have held several meetings, now have a website and a A face book page. Two hundred dollars was collected during the SummerFest26 and an article was posted in the local newspaper.

Upcoming Scheduled Meetings:

Rowe Workshop: August 25, 2026 at 6:00 p.m.

Regular Planning Commission meeting – August 25, 2026, at 7:00 p.m.

Governance meeting – August 18, 2026 at 6:00 p.m. (STR)

ZBA Public Hearing – August 24, 2026 at 6:00 p.m.

Meeting Adjourned: by Chair Mary Simon at 8:38 p.m.

Minutes prepared by Barbara Joslin, Clerk