

**Approved Minutes  
Port Sanilac Planning Commission  
December 28, 2021  
Bark Shanty Community Center**

**Call to Order** at 7:05 pm by Chair R. Emond

**Pledge of Allegiance**

**Roll Call:** B. Batz, E. Bruss, R. Emond, A. Frusti, M. Simon  
Council Liaison J. Southard, Zoning Administrator L. O'Keefe, No Guests

**Additions to the Agenda:** Ms. Simon requested the following items be added to the agenda:

Old Business: 122 S. Lake Street variance status

New Business: Presidential Advisory Group

**Approve the Agenda:** Motion by B. Batz, seconded by E. Bruss to accept the agenda with the requested additions. Motion carried.

**Public Comment:** None

**Approve Minutes:** Motion by B. Batz, seconded by E. Bruss to approve the November 23, 2021 minutes. Motion carried.

**Council Liaison Report:** J. Southard stated the Village Council met on December 7, 2021 and made two motions to approve implementation of the Master Plan Workshop recommendations indicated in blue and red as noted in their November 16, 2021 update. He stated the Council made no changes to the workshop's plan. Mr. Southard stated they are in the process of sorting out the changes needed to the village website and assigning the tasks needed to implement the plan. He stated the council has been very supportive and accepting of the workshop recommendations.

**Zoning Administrator Report:**

1. 222 S. Ridge accessory building, Sanilac County Historic Village (The permit is for a Pullman Train car the museum is obtaining to be placed next to the old Train Depot.)
2. Mr. O'Keefe will send out the current permit forms and instructions to Planning Commission members for review and feedback prior to the forms being placed on the village website.

**Old Business:**

1. Master Plan Oversight Committee Update: The next step is to advise Christopher Germain that the first steps in the Master Plan update have been accepted and started by the Village Council. Mr. O'Keefe will notify him by email with a request for the first of the three grant fund payments to hire a consultant. The Master Plan Oversight Committee set their next workshop for January 11, 2022 at 10:00 a.m. at Bark Shanty Community Center.
2. Definition of "filling" in Article 2, Section 2.3 definitions of the Zoning Ordinance. Motion by M. Simon, seconded by B. Batz to approve the new definition of filling as follows:  
"Filling shall mean the depositing or dumping of ground, soil, gravel, stone or fill dirt, above the average grade of the surrounding land and/or road grade, whichever is highest, except common household gardening, farming and general ground care of a residential or agricultural character." Motion carried. This change is to be included when the the next Public Hearing for Zoning Ordinance changes is scheduled.
3. 122 S. Lake Street: M. Simon asked about the status of the variance request of Mr. Theodore to build a storage building on this lot. Mr. O'Keefe stated he is no longer requesting a dimensional variance but will be applying for a building variance, which is a Zoning Board of Appeals responsibility. Ms. Simon stated one of the forms developed in 2020 for action by the Planning Comm. included documentation of

a special meeting for special land use, variance and rezoning and suggested we review that form prior to it being placed on the village website.

**New Business:**

1. Development of 95 N. Ridge Street: Discussion verified this property is in the Commercial District which allows tourist homes and based on the proposed site plan page #4 submitted by the developer. It was noted that the developer understand that if this property changes ownership at some point, it will not qualify as a residential property.
2. Presidential Advisory Group: Ms. Simon stated she has received an invitation from Council President R. Mach to join this advisory group as a representative of the Planning Commission EDC project. This group includes Dave Boyer, Jeannie Harper, G. Morath and the Sanilac County Historic Village & Museum. Ms. Simon wanted to share this invitation with the Planning Commission members for their approval as a representative. Planning Commission members approved her participation.

**Upcoming Scheduled Meetings:**

1. January 11, 2022 at 10:00 a.m. - Master Plan Oversight Committee workshop
2. January 25, 2022 at 7:00 p.m. - Regular Planning Commission meeting

**Meeting adjourned** by Chair Emond at 7:56 p.m.

Submitted by: Mary Simon  
Planning Commission Vice-Chairperson