

**Approved Minutes**  
**Port Sanilac Planning Commission**  
**June 22, 2021 7:00 PM**  
**Bark Shanty Community Center**

**Meeting Called to Order** at 7:02 PM by Chairman Emond

**Pledge of Allegiance**

**Members Present:** Chairman R. Emond, B. Batz, E. Bruss, B. Dear, A. Frusti, M. Simon,  
Zoning Administrator L. O'Keefe      Guests: (1) Kathleen Malone  
Absent: Council Liaison Jim Southard

**Additions to the Agenda:** Planning Commission Annual Report

**Approve Agenda:** Motion to approve the agenda by Batz, seconded by Bruss; Motion carried

**Public Comment/Communications:** Kathleen Malone handed out a packet with pictures showing the construction at 222 S. Lake St. being too close to the easement, and spoke to the commission about it. ZA O'Keefe responded that he had sent them a notice stating that they didn't have a permit, and also forwarded it to the county for a "stop work" order.

**Approve Minutes:**

May 25, 2021 Regular Meeting: Motion by Simon to approve the minutes, seconded by Frusti, Motion carried

June 9, 2021 Master Plan Oversight Committee Minutes: Motion by Simon to accept the minutes, seconded by Batz, Motion Carried

**Council Liaison Report:** No Report

**Zoning Administrator Report:**

1. Permit to remodel a home at 104-108 N. Lake St. (Approved)
2. Permit to construct a 10 ft. x 12 ft. accessory building at 291 S. Lake St. (Approved)
3. Noxious weeds at 44 Church St. (Pending)
4. No Permit at 222 S. Lake St. (Pending)

**Old Business:**

Updates on Planning Commission Appointments, Budget, and Fee Schedule

1. Emond and Dear have been reappointed to the Planning Commission for a 3 year term. Bruss needs to submit a letter requesting reappointment. Kathleen Malone has submitted a letter of interest to Chairman Emond in being appointed to the Planning Commission, and will forward that letter on to ZA O'Keefe to give to Council President Mach.
2. The Planning Commission budget has been approved for the year 2021-2022 with an increase in the stipend to \$30 per meeting for members, and \$40 for the Chairperson. Income is estimated to be \$2,642, and Expenses are estimated to be \$8,243.
3. Finance Committee approved the new fee schedule, but Village Council deferred action on the fee schedule to another meeting until all of the fee schedule items are done.

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**New Business:**

1. RRC Final Baseline Report

ZA O'Keefe stated that correcting the administrative and communication aspects of the report were positive benefits for the village, and we would also be able to get funding from the state to help with the Master Planning process.

Simon reviewed what the Oversight Committee had found in looking at the report. Many of the partially aligned items could be corrected by just adding more information to the village website. Recruitment and orientation packages for new employees was another issue.

Dear and Batz commented on the communication aspects of the report. More opportunities for public input seems to be a big issue.

Oversight Committee will meet again on June 29<sup>th</sup> at 10:00 AM to look at resolutions to some of these issues that can go to the Village Council.

2. Planning Commission Annual Report

Annual reports are required by the Michigan Planning Enabling Act. MEDC has an outline to follow of what should be included in an annual report. Items to include are: membership, meetings (workshops, committees), public hearings, zoning amendments, zoning map, land use permits, variances, and member trainings.

**Next Regular Meeting:** Tuesday, July 27, 2021 at 7:00 P.M.

**Meeting Adjourned:** by Chairman Emond at 8:00 PM.

Submitted by: Bob Dear  
Planning Commission Secretary