

Approved Minutes
Port Sanilac Planning Commission
May 23, 2023 7:00 PM
Bark Shanty Community Center

Meeting Called to Order at 7:21 PM by Chair Ray Emond

Pledge of Allegiance led by Bob Batz

Members Present: Bob Batz, Eric Bruss, Bob Dear, Ray Emond,
Tom Jackson, Mary Simon, Jim Sroka
Guests: (3) Alex Hritcu, Jenny Sroka, Beth Emond

Additions to the Agenda: Planning Commission Packets added to New Business

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

Public Comment/Communications: None

Approve Minutes:

Motion by M. Simon "to approve the minutes of the April 25, 2023 Regular Meeting", seconded by B. Batz; Motion passed

Motion by B. Batz "to accept the minutes of the May 16, 2023 Master Plan Oversight Committee Workshop", seconded by B. Dear; motion passed

New Business:

1. ROWE Professional Consultant: Consultant Alex Hritcu reviewed the Goals and Objectives from the current Master Plan during the 6:30 workshop to update them. During the regular meeting he distributed maps of the Existing Land Use and Future Land Use for our review and input. He discussed the Lighthouse Park area, the new R3 district sites that will be created, and the possible RRC community redevelopment sites at Martin and Hickory Streets and along Whitney Drive. Alex stressed the importance of creating the correct zoning on the Future Land Use map first, and then updating the zoning ordinance. He also informed us that the State of Michigan has changed their recommendations for R3 districts from micro homes to duplex, triplex, and quadplex, and that the language in our ordinance for R1, R2, R3, and MFR districts should be very specific for each district.
2. Short-Term Rentals: Lengthy discussion about the short-term rental draft language that M. Simon had sent out to commission members. Some of the changes included adding registration, regulations, and violations, as well as limiting rentals to 1 for every 250 ft. with a maximum of 5% of the total number of houses in the village. Rentals already in existence would be grandfathered in until sold or failure to renew registrations. Most discussion centered around limiting rentals, local agents, and enforcement. Commissioners will review the language more and write comments before the June meeting.
3. Planning Commission Packets: M. Simon handed out information packets from the village clerk for commission members to review, fill out, and sign. These are part of the new RRC guidelines to show that employees, appointees, etc. are getting training and information for their position. They included a verification checklist, Form I-9, the Village Code of Conduct, Planning Commission By-Laws, the Open Meetings Act 267 and the Michigan

Approved Minutes
Port Sanilac Planning Commission
May 23, 2023 7:00 PM

Planning Enabling Act.33. Commission members need to sign and return the Verification Checklist to the village clerk by June 6, 2023.

Council Liaison Report: No Report

Zoning Administrator Report:

Permits: (5)

1. Accessory Building at 85 Austin Dr. (Approved)
2. Fence at 100 Austin Dr. (Approved)
3. Outdoor Recreation Area at 161 S. Lake St. (Approved)
4. Sign at 178 S. Ridge St. (Approved)
5. Home Addition at 365 S. Lake St. (Approved)

Other Zoning Issues:

6. Fence constructed without a permit at 7135 Huron St. (Obtained permit subject to survey of west property line)

Old Business:

1. Master Plan Oversight Committee Update: The committee met on May 16 to review the Capital Improvement Plan in light of the survey results. Suggestions were to make adjustments in six different areas in order to better provide funds for a walking trail, street signs, sidewalk improvements, planters in downtown area, softball field improvements, picnic tables for the North Park, and street scape planters. The committee will meet again on June 21 at 9:30 AM.
2. Parking Regulations: Suggestions presented to the Governance Committee were for 2-hour parking in the CBD, signs for public lots, and bike racks for public parking lots.

Upcoming Meetings:

Master Plan Oversight Committee workshop – June 21, 2023 at 9:30 AM
Next Regular meeting Tuesday, June 27, 2023 at 7:00 P.M.

Meeting Adjourned: by Chair Ray Emond at 8:28 PM

Submitted by: Bob Dear
Planning Commission Secretary