

Approved Minutes
Port Sanilac Planning Commission
March 26, 2024 7:00 PM
Bark Shanty Community Center

Meeting Called to Order at 7:00 PM by Chair Mary Simon

Pledge of Allegiance – led by R. Emond

Welcome to New Member – Chair M. Simon welcomed new commissioner John Rogers to the Planning Commission.

Members Present: Eric Bruss, Bob Dear, Ray Emond, Tom Jackson, John Rogers, Mary Simon, Jim Sroka

Zoning Administrator Larry O’Keefe, Council Liaison Ben Hunter

Guests: (3) Jenny Sroka, Steve & Elizabeth Laney

Additions to the Agenda: None

Approve Agenda: *Motion by T. Jackson, seconded by B. Dear “to approve the agenda;” Motion passed*

Public Comment: Steve & Elizabeth Laney from Sandbar Studio spoke to the commission about the putt-putt golf course that they plan to construct east of their Sandbar Studio. They were informed that it is a permitted use under the Commercial Zoning Districts Recreation and Amusement Facilities.

Approve Minutes:

- *Motion by J. Sroka, seconded by T. Jackson, “to approve the minutes of the February 27, 2024 Public Hearing;” Motion passed*
- *Motion by R. Emond, seconded by M. Simon, “to approve the minutes of the February 27, 2024 Regular Meeting;” Motion passed*
- *Motion by B. Dear, seconded by J. Sroka, “to accept the minutes of the March 6, 2024 Workgroup,”*
- *Motion by B. Dear, seconded by M. Simon, “to accept the minutes of the March 11, 2024 Workgroup,”*

Council Liaison Report: B. Hunter mentioned that the Village Council is waiting for the final Short-Term Rental report from the lawyer with the latest additions, and asked about the “training and documentation” from RRC.

Zoning Administrator Report:

Land Use Permits: (6)

1. 228 S. Lake - House Addition (Approved)
2. 41 N. Ridge – Sign Permit (Approved)
3. 41 N. Ridge – Product Display Area and Storage – (Pending Public Hearing)
4. 244 N. Ridge - Entry Deck – (Approved)
5. 7254 Erie – Fence (Approved)
6. 245 S. Ridge St. – Sign Permit (Approved)

Other Zoning Issues: (2)

7. 438 S. Lake St. – Surface water management issue (Pending)
8. 31 N. Ridge – Violation of Animal Ordinance (Resolved)

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Old Business:

1. Short-Term Rentals: M. Simon reported that the Planning Commission's work was complete and the ordinance is now with the Village Council. They are waiting for a statement from the lawyer that addresses how to register currently operating STR's. The application forms are ready, but the Council still needs to establish fees. Applicants will have 30 days to register.
2. Master Plan Update and Resolution: Master Plan workgroup met on March 6 to look at needed corrections and updates in the Master Plan. ROWE emailed corrected copies to commission members for review. After much discussion, M. Simon read aloud the "Resolution of Adoption" into the minutes, and a roll call vote was taken.
Motion by J. Sroka, seconded by T. Jackson, "to adopt the Resolution",
Roll Call vote: E. Bruss Nay, B. Dear Nay, R. Emond Yea, J. Rogers Yea,
M. Simon Yea, J. Sroka Yea Motion carried
3. RRC Final Report: There are still several items that need to be addressed to meet the Essential Guidelines. The workgroup met on March 11 to review and make recommendations for 1.1 Adopt a Master Plan, 2.3 Concentrated Development, 2.5 Parking Flexibility, and 3.8 Access to Information. Recommendations are in the workshop minutes.
4. Zoning Ordinance Updates: The March 11 workgroup also reviewed zoning ordinance updates that are needed for the RRC action plan. After much discussion changes/additions were made to Article 2 Definitions, Article 3 General Provisions, Article 10 Agri-Residential, Article 11 Residential, and Article 13 Commercial. M. Simon will compile the changes and email to commission members.
Motion by T. Jackson, seconded by E. Bruss, "to accept the zoning ordinance changes as revised on March 26", Motion carried
A public hearing for these changes was scheduled for April 23, 2024 at 6:30.
5. Capital Improvement Plan Recommendations: L. O'Keefe asked that commissioners send him notes for ideas and recommendations before the next meeting so that he can compile and present them to Council.

New Business:

1. Training: Will be added to the agenda every month as part of RRC requirements.
2. Special Land Use Public Hearing: M. Simon reminded everyone about the public hearing on Friday, March 29 at 9:30 AM.

Upcoming Meetings:

Public Hearing for Special Land Use – Friday, March 29, 2024 at 9:30 AM

Public Hearing for Zoning Changes – April 23, 2024 at 6:30 PM

Next Regular meeting - Tuesday, April 23, 2024 at 7:00 P.M.

Meeting Adjourned: by Chair Mary Simon at 9:08 P.M.

Submitted by: Bob Dear
Planning Commission Secretary