

**Approved Minutes**  
**Port Sanilac Planning Commission**  
**August 22, 2023 7:00 PM**  
**Bark Shanty Community Center**

**Meeting Called to Order** at 7:06 PM by Chair Mary Simon

**Pledge of Allegiance** led by Ray Emond

**Members Present:** Bob Batz, Eric Bruss, Bob Dear, Ray Emond,  
Tom Jackson, Mary Simon, Jim Sroka,  
Council Liaison Jim Southard, Zoning Administrator Larry O’Keefe  
**Guests:** None

**Additions to the Agenda:** “Application for an Appeal” added under New Business

**Approve Agenda:** *Motion “to approve the agenda”, by R. Emond, seconded by J. Sroka;  
Motion passed*

**Public Comment/Communications:** None

**Approve Minutes:**

*Motion by R. Emond “to approve the minutes of the July 25, 2023 Regular Meeting”,  
seconded by B. Batz; Motion passed*

**Council Liaison Report:** J. Southard reported that Councilmember Ray Lange had resigned, and that the Zoning Board of Appeals will meet on Tuesday, August 29<sup>th</sup> at 7:00 PM at the Bark Shanty to consider an Appeal from Lighthouse owner Jeff Shook.

**Zoning Administrator Report:**

Land Use Permits: (1)

1. Garage addition at 7320 Cedar St. (Denied)

Other Zoning Issues: (1)

2. 71 S. Lake St. – Zoning Board of Appeals August 29, 2023

**New Business:**

1. ROWE Professional Consultant: Alex Hritcu was not at the meeting this month.
2. Suggestions for Village’s 4<sup>th</sup> Quarter Newsletter: The following items were suggested for the 4<sup>th</sup> Quarter Newsletter:
  - a. Notice of the Public Hearing for the Master Plan and Short-term Rental Ordinance
  - b. Survey results, graph, and highlights
3. Planning Commission Annual Report: B. Dear presented the Annual Report for the commission to review. After some discussion three minor text changes were suggested.

*Motion by T. Jackson, “to accept the Annual Report with changes”, seconded by J. Sroka;  
Motion carried*

4. Application for an Appeal: Chair M. Simon presented an “Application for an Appeal” form to be used by the village when someone wants to appeal a zoning decision.

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**Old Business:**

1. Short-Term Rental Proposal, Application, and Village Rental Ordinance: Discussions from the earlier 6:30 PM workshop about discrepancies between the proposed short-term rental ordinance and the village's rental ordinance. It was decided to recommend that the Village Council change the title of their ordinance Chapter 110 to "Long-Term Rental Dwellings" in order to alleviate the discrepancies.

*Motion by B. Dear "to recommend to Village Council to change the title of Village Ordinance Chapter 110 to 'Long-Term Rental Dwellings', seconded by B. Batz; Motion carried*

Changes were also discussed about the proposed short-term rental ordinance amendment to Article 17, Section 17.10.32. Recommendations were:

- a. Under B. Registration Requirements #1 add "**together with documentation it was rented in the last 12 months**" to the end of the last sentence.
- b. Under B. Registration Requirements #2 change to Pay "**a one-time registration fee in place at the time of registration and a 12-month renewal**" fee determined by the Village.
- c. Under B. Violations #2 change to "**The fine for leasing an unregistered short-term rental will be subject to Zoning Ordinance Article 23, Section 23.2.3.**"
- d. Under F. change Village Building Official to "**rental inspection agent**".

*Motion by J. Sroka "to make the above changes to the proposed Short-Term rental amendment to Article 17, Section 17.10.32", seconded by B. Batz; Motion carried*

**Note of Thanks:** Chair Mary Simon thanked Ray Emond for his years of service as chairman of the Planning Commission.

**Upcoming Meetings:**

Possible Public Hearing on the garage addition at 7320 Cedar St. Tuesday, September 26, 2023 at 6:30 PM

Next Regular meeting Tuesday, September 26, 2023 at 7:00 P.M.

**Meeting Adjourned:** by Chair Mary Simon at 8:19 PM

Submitted by: Bob Dear  
Planning Commission Secretary