

Agenda - Port Sanilac Planning Commission June 24, 2025 7:00 p.m.
Bark Shanty Community Center - Port Sanilac, MI 48469

Determine Quorum

Call to Order by Chair M. Simon at 7:02PM

Pledge of Allegiance: Led by: _Larry O.

Roll Call: Eric Bruss _X_ Tom Jackson, _X_ John Rogers, _X_, Mary Simon _X_
Ex Officio Member, Jim Sroka _X_ Zoning Administrator Larry O'Keefe _X_

Guests: _No guests present

Additions to the Agenda: Workshop minutes of June 19th, Schedule Public Hearing on Short Term Rental, Short term Letters and forms

Approve the Agenda: (as amended) Motion by Jim S. Seconded by: John R. Motion carried

Public Comment: _No public comment

Approve Minutes:

May 27, 2025 Meeting: (as amended) Motion by Jim S. _Seconded: Tom J. Motion Carried

May 27 Public Hearing: Motion by Jim S. _Seconded: John R. Motion Carried

Workshop minutes of June 19th - acknowledgement of minutes - Motion Jim S. 2nd Tom J

Ex Officio Report: Jim Sroka: Community Development meeting - review properties in the village to suggest uses for the properties that are aligned with the Master Plan. Survey will be mailed out to village residents [and possibly township residents] requesting how parks should be used, and types of activities in each park. Feedback will be shared at the town hall in July, 19th at 4PM at the Bark Shanty. This process fits in with the Public Participation process.

Zoning Administrator Report: Larry O'Keefe: Larry covered information regarding the Port Sanilac Wellness and Lofts Brownfield Plan. The planning commission has reviewed the initial plans, final approval pending submission of a land use permit for the project.

Three permits were approved. 1) To construct a home at 7249 Erie St. 2) To construct a patio at 365 S. Lake St. 3) 5 North Lake St. To construct a patio.

Old Business:

1. a Denials - No Denial were reported

b New applications - 1) 7047 Main St. under new ownership. This property is in the commercial district and is approved as a short term rental

c Ordinance review: The council sent the ordinance review of section 17 to the planning commission. An open meeting was held June 19th, at 10AM, at Bark Shanty to review language changes. The updated language was discussed and re-written. This action allowed **Motion** Jim S. 2nd John R to approve the changes as marked. Motion Carried with 1 abstention.

The process will move forward including publication, a zoning hearing, and council review, governance review, and a new ordinance regarding short term rental properties

d Home inspections - The village will require that Martin Inspections will follow an inspection schedule in the order that short term rental applications have been approved by the planning commission.

2. RRC

a Technical Assistance Grant - Planning needs to address parking and housing in the CBD in the rear not in the front. That has been completed, planning expects this approval soon.

b Rowe Consultant [Amy] - Has been approved as a consultant. Now waiting for grant to be issued.

3. May 27th Public Hearing: Public hearing for ordinances completed in May 27th. Motion to accept and present the zoning changes to council: Motion: Jim S. 2nd. John R. Motion Carried
4. Schedule Public Hearing on Short Term Rental - Discussion was conducted and a tentative plan was determined
5. Short term Letters and forms - Carried over until public hearing

New Business:

1. Election of Officers
 - a Chairperson - Mary Simon: Motion Jim S. 2nd John R. Motion carried
 - b Vice Chairperson - John Rogers; Motion John R. 2nd Jim S. Motion carried
 - c Secretary - Tom Jackson; Motion M. Simon, 2nd Jim S. Motion carried
2. Annual Report: Please review, on hold for July Meeting.

Upcoming Scheduled Meetings:

1. Public hearing 7/22/25 - 6:30pm - Bark Shanty
2. Regular Planning Commission meeting: 07/22/25 @ 7PM Bark Shanty

Public Comment: No public comment

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Meeting Adjourned: by Chair M. Simon_ at 8:51pm

Submitted by: Secretary Tom Jackson