

Approved Minutes
Port Sanilac Planning Commission
October 26, 2021 7:00 PM
Bark Shanty Community Center

Meeting Called to Order at 7:00 PM by Vice-Chair M. Simon

Pledge of Allegiance:

Members Present: Chair R. Emond, Vice-Chair M. Simon, E. Bruss, B. Dear, A. Frusti,
Zoning Administrator L. O'Keefe

Absent: B. Batz, & Council Liaison J. Southard **Guests:** None

Additions to the Agenda: December regular meeting, & changing time of meetings

Approve Agenda: Motion to approve the agenda by B. Dear, seconded by E. Bruss; Motion passed

Public Comment/Communications: None

Approve Minutes:

Motion by M. Simon to approve the minutes of the September 28, 2021 Regular Meeting, seconded by E. Bruss; Motion passed

Motion by A. Frusti to accept the October 11, 2021 workshop minutes of the Master Plan Oversight Committee, seconded by B. Dear, Motion passed

Council Liaison Report None

Zoning Administrator Report:

1. Permit to construct a new home on Austin Dr. (2 lots) (Approved)
2. No Permit 222 S. Lake St. for a patio (Resolved)
3. 41 N. St. Clair St. – Unlicensed vehicles, vehicles parked in side yard, and RV possibly used as a dwelling unit (Pending)

Zoning Administrator also mentioned that there are no DPW employees at the present time.

Old Business:

1. Master Plan Oversight Committee Update: M. Simon gave an update to the Planning Commission on the committee's summary and recommendations from their October 11 meeting. L. O'Keefe, J. Sroka, and J. Davis also met with Christopher Germaine from MEDC on October 21 for a review. The Planning Commission will present these recommendations to the Village Council at their meeting on November 2, and the Oversight Committee will meet again on November 11.

Discussed the possibility of posting notices, agendas, minutes, etc. on an outside bulletin board, or in the window of the village office. This would make them visible from the outside of the office when the building is closed. Also a discussion about the importance of having someone in the village office to be able to add/change information on the website or Facebook page at any time, and setting up a text message service to alert village residents of any unexpected events.

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2. Permits for clearing, filling, excavating Section 4.5: Question about how much clearing, filling, and excavating can a resident do before needing a permit. Decided to add a definition for “filling” that mirrors the definition for “excavation”, and to keep a list of new definitions for future public hearing.

New Business:

1. Date for December meeting: December meeting is scheduled for the week between Christmas and New Year’s Day. Decided to wait until the November meeting to see if there is any urgent business that would need to be decided in December before making a decision about changing or cancelling the meeting.
2. Discussion about possibly changing the times of our Planning Commission meetings. No action taken.

Upcoming Meetings:

Master Plan Oversight Committee will meet again on November 11, 2021 at 10:00 A.M.
Next Regular meeting Tuesday, November 23, 2021 at 7:00 P.M.

Meeting Adjourned: by Chair R. Emond at 8:05 PM.

Submitted by: Bob Dear
Planning Commission Secretary