

**Approved Minutes Port Sanilac Planning Commission - May 27, 2025 7:00 p.m.
Bark Shanty Community Center - Port Sanilac, MI 48469**

Determine Quorum - Attained

Call to Order by Chair, M. Simon at 7:00PM

Pledge of Allegiance: Led by: M. Simon

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: _Jan O'Keefe

Additions to the Agenda: _#4, Old Business, Capital Improvement Plan

Approve the Agenda: Motion by J. Rogers, Second: T. Jackson

Public Comment: None

Approve Minutes: (as amended)

April 22, 2025 Meeting: Motion by J.Rogers, Second: J. Sroka

Ex Officio Report: Jim Sroka

- 1) The village council has instituted a community development committee to review development opportunities based on highest demand of the community residents.
- 2) Opportunity to repair walls/parts of the jettys at the Port Sanilac Harbor has received a promising boost as federal money has been discussed as a likely source after walking review by Congresswoman with local village council and harbor personnel.

Zoning Administrator Report: Larry O'Keefe

- 1) A patio installation had been approved at a 5N Lake St. location, however will require re-evaluation due to a possible greenspace requirement. This item has been tabled for review by L. O'keefe
- 2) Location: 209 S Lake St. Regarding a gazebo structure built without an initial permit and violating several zoning ordinances will be afforded a rehearing on July 23, 6PM at the Bark Shanty, Port Sanilac. (This has been published in the newspaper).

Old Business:

1. Short Term rentals

- a) **Denied Applications** - 7127 Huron St., Short term rental denied as the property has not been approved for occupancy
- b) **New Applications** - Some interest in Location on Main St., but no new requests for Short term rental has been submitted
- c) **Ordinance Review** - Discussion focused on a request to consider changing the way the village caps the number of short term rentals. Possibly using a percentage (10%) of the current number of homes in the village as the limit. This number would still allow for addition applications to be processed. Tabled for discussion at June PC meeting.
- d) **The village council requested a second review** by the planning commission ordinance relating to the grandfathering period for Short Term rentals. This issue relates to two (2) properties in the village. The owners of the properties stated they did not have knowledge of

the ordinance effective date, June 1, 2024.

At the village council's request, discussion was held again on a possibility of allowing these two locations to honor rental agreements signed after June 1st, 2024. The discussion of the planning commission at the 5/27/25 meeting surfaced two options:

- 1) The village council may choose to enact the vote passed by the planning commission [planning commission 1/28/25], and notify the residents of the decision.

The planning commission, having reviewed the dates again, maintains the publication dates, 2 public meetings, and posting of the impending ordinance June 1, 2024 met all the requirements; therefore, June 1, 2024 is maintained as the Short Term Rental in effect date.

[This vote was taken after meeting with Kyle O'Mara, village counsel at a Special Public Meeting - Bark Shanty, 1/20/25].

Or:

- 2) A question is posed for the village council: could a board of appeals be convened to consider and provide a determination for these two properties?
- 3) Planning Commission schedule a workshop to discuss possible changes.

The planning commission supports the passage of the ordinance (1/28/25) with the effective date June 1, 2024, and respects the outcome of the review and final decision of the village council.

2. RRC/MSHDA grant update: Rowe consulting has been approved to assist with the RRC proposal development.
3. Membership appointments - T Jackson and M Simon were approved to extend appointments as planning commission members.
4. Capital Improvement Plan - Larry indicated that no major improvements were included and that most of the increases were on the maintenance side. Comments were offered regarding the repair of the sidewalks in the CBD. Lighthouse Park Parking will be improved and expanded. New viewing overlook at Goldman. Great to see the trash cans and signs regarding leashing of dogs and picking up of waste.

New Business:

1. Master Plan Review - ongoing discussion to ensure that planning and development continues adhering to the master plan results.
2. June elections - Chair, Vice chair, Secretary all positions effective July 2025.
3. 4th of July - requesting assistance to collect on June 20th and 21st.

Upcoming Scheduled Meetings:

1. Regular Planning Commission meeting: 06/24/25 @ 7PM Bark Shanty

Public Comment None

Motion to adjourn M Simon, 2nd J Rogers. Motion Carried

Meeting Adjourned: by Chair M. Simon at 8:35PM

Submitted by: Tom Jackson