

Approved Minutes
Port Sanilac Planning Commission
June 25, 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 Bob Dear

Members Present: Eric Bruss, Bob Dear, Ray Emond, Tom Jackson, John Rogers, Mary Simon, Jim Sroka, Zoning Administrator Larry O’Keefe,

Absent: Council Liaison Ben Hunter

Guests: (4) Jenny Sroka, Art Schlichting, Nancy Decker, Bob Rowley

Additions to the Agenda: Food trucks added under New Business

Approve Agenda: *Motion by T. Jackson, seconded by J. Rogers “to approve the agenda with the addition of ‘Food Trucks’ added under New Business;” Motion passed*

Public Comments: None

Approve Minutes:

Motion by J. Rogers, seconded by E. Bruss “to approve the minutes of the May 28, 2024 Regular Meeting;” Motion passed

Council Liaison Report: None

Zoning Administrator Report:

Land Use Permits: (6)

1. Deck 85 Austin St. (Approved)
2. Fence: 173 S. Ridge St. (Approved)
3. Property Reapportionment & Lot Split Application: 7136 Ontario St. (Approved by the Planning Commission)
4. Fence (pet enclosure): 7136 Ontario St. (Approved)
5. Deck: 95 N. Ridge St. (Approved)
6. Fence: 287 S Lake St.

(Approved) Other Zoning

Issues: (1)

1. Unused boat stored on property: 143 S. Lake St.

Motion by B. Dear, seconded by J. Sroka “to approve the split of Lot #14 at 7136 Ontario St.,” Motion passed

Old Business:

1. Short-Term Rentals: Reviewed the Short-term Rental Application Report as of June 25, 2024. Properties that applied for short-term rentals were as follows:
Commercial District Applications Residential (R1) District Applications

7254 Erie St. (Approved)
Use)

302 S. Lake St. (needs Special Land

171 S. Lake St. (needs documentation)

505 S. Lake St. (needs Special Land
Use)

The suggestion was made to add Lot #'s to the Short Term Rental application making it easier to identify properties. M. Simon distributed a form "Notice of Failure to Register Your Short Term Rental Property". After some discussion it was decided that this was not the responsibility of the Planning Commission, and should be forwarded to the Village Council for their consideration.

2. Master Plan: Hard copies of the completed Master Plan were distributed to Commission members. After reviewing the document, it was observed that the Appendix A: Community Input Documentation page was blank, and should reference the Survey or say "See Survey" pp. 4-1 to 4-19.

New Business:

1. RRC Meeting with Katie Higgs: M. Simon reviewed the notes from the meeting with Katie Higgs. There are still some things that need to be clearly defined in our ordinance. Katie is going to help with such things as templates that we can use, and a training documentation. She mentioned the availability of \$12,000 in funds for hiring a consultant to help us. M. Simon will present this issue to the village finance committee at their next meeting.
2. RRC Training: Katie Higgs will develop a training document for us.
3. East Goldman Ave.: Discussion about how to use this area that belongs to the village. The general feeling was that the area could best be used as a lake viewing area. Suggestions were to build a platform (deck) with a bench and picnic table. Gravel could be added to increase the road width and allow vehicles to park. It was also recommended to add signage so that the public is aware, and to keep the milkweed and other natural vegetation. An idea for the name "Sunrise Overlook" was proposed. These suggestions will be recommended to the village Governance committee.
4. Zoning Updates: This topic was tabled and will be carried over to our next meeting.
5. Food Trucks: Our ordinance allows food trucks in the Commercial and CBD districts as a permitted use. There was some discussion about limiting them in the village. The decision was to recommend to Governance that we maintain the permitted use in our business district, and that public parking is an issue that is addressed in our Master Plan.

Upcoming Meetings:

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

Public Comments: Art Schlichting commented that the short-term rental ordinance needs to be clarified as to the wording about commercial districts, because it only addresses residential.

M. Simon commented about the two members who are leaving the Planning Commission, Ray Emond and Bob Dear. She expressed her appreciation to them for their many years of service to the village.

Meeting Adjourned: by Chair Mary Simon at 8:50 P.M.

Submitted by: Bob Dear
Planning Commission
Secretary