

Approved Minutes - Port Sanilac Planning Commission

July 22, 2025 7:00 p.m.

Bark Shanty Community Center

Port Sanilac, MI 48469

Determine Quorum

Call to Order by Chair_Mary S. at 7:00 pm_

Pledge of Allegiance: Led by:_Mary S_

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: _Gail McIntyre_

Additions to the Agenda: __None_

Approve the Agenda: Motion by _John_ Seconded by: _Eric_ Motion carried

Public Comment: _None_

Approve Minutes: As amended

June 24, 2025 Meeting: Motion by _John_ Seconded by: _Jim_

Ex Officio Report: 1) Committee spent a couple meetings with a professional park architect.

2) The village is working with Sanilac County to become a member of their foundation group, already in place. Donations to the foundation may be earmarked for the village of Port Sanilac. We can accept these, and the person making the donation may outline how they'd like the money used. The committee thought is, once we are able to access this fund we can go out and petition for donations and people will get a tax write off. 3) A community questionnaire is going to be mailed out to solicit input indicating how to use funds in the best way to the benefit the community as a whole. The committee will use the input gathered to target that when the funds are applied they will line up with the master plan.

4) The council has been conversing about village police protection. This is likely going to continue over the next month or two. The goal is to match the village needs with the times the sheriff's rotations are taking place.

Zoning Administrator Report:. Larry O'Keefe:

Three land use permits were requested. The first one - 220 S Lake Street. A permit to install a privacy fence was approved. Another fence was requested at 212 S Lake. That was also approved. The last one, 7235 Cherry, requested a permit to construct a porch with steps so that the front door to the house may be accessed. [The front door is elevated above ground level]. Also construction of a deck was requested in the rear yard. The front porch was removed at a prior time, and the front door and drops down 2-3ft

without steps. The planning commission approved the request with the following dimensions W 4'3" x L 19' including the steps. Deck construction was also approved. Motion to approve Mary, 2nd Tom Motion Carried

Old Business:

1. Short Term rentals

- a) Re: Public hearing review, discussion and motion

Following the public hearing, a motion to approve the changes to our short term rental ordinance as published.

Motion: Jim Second: Eric. Motion Carried

- b) New Applications - No new applications

- c) Status of inspections to date - Martin has been conducting these. A few need to be completed.

2. RRC

- a) A Zoom meeting took place on July 10th - Katie [RRC representative] indicated, "You're right there for achieving essentials." She indicated that the village zoning ordinances are hard to navigate and suggested revisions to make them easier to search. So, she is requesting that our zoning ordinances be updated. Amy from Rowe consulting stated, "we can do that". Rowe is going to present Katie with a proposal with the scope of the work that clearly outlines what Roe will be providing for us. Zoning maps will be included.

- b) Technical assistance grant

New Business:

- 1. Annual Report - motion to accept the annual report by Mary, 2nd Eric Motion carried
- 2. Future zoning amendments - Tabled

Upcoming Scheduled Meetings:

- 1. Regular Planning Commission meeting: 08/26/25 @ 7PM Bark Shanty

Public Comment: None

Meeting Adjourned: by Chair M Simon at 8:12pm
Submitted by: Tom Jackson