



The Village of
Port Sanilac

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Approved Meeting Minutes
Village of Port Sanilac Council Meeting
December 6, 2022

The Pledge of Allegiance to the Flag of the United States of America was led by Ray Lange.

President Falcon called the Council Meeting to order at 7:01 pm.

Council Members Present: M. Balysh, S. Balysh, J. Davis, R. Lange, R. Mach, J. Southard, D. Falcon

Staff Present: Dan Finn, Darcy Johnson, Sarah Morath, Larry O'Keefe, Barbara Rabineau

Guests: Robert Batz, Al Daum, Gene Denison, Mike Owens, Dana Rogers, John Rogers, Suzanne Shagena, Mary Simon, Lori Southard, Sue Sweet,

Agenda/Additions:

Motion by R. Lange, seconded by M. Balysh to approve the agenda. **Motion Carried.**

Public Comment:

a. Dan Finn made available an informational report regarding the November 26, 2022 Holiday Event; details will be presented at the December 20, 2022 Council Meeting.

Presidential Appointments:

a. **Motion** by D. Falcon, seconded by R. Lange to re-appoint Jon Davis as President Pro-Tem for a one year term. **Motion Carried.**

Presentations:

a. Bill Sarkella gave a county level report.

Petitions and Communications:

a. A letter from Rita Radzilowski regarding the firehouse siren was read into the record.

b. An email from J. Marie Willis regarding a Christmas tree donation was read into the record. President Falcon will contact Ms. Willis to further discuss.

c. A letter from Calvin Messing regarding a resident's fence was read into the record.

d. The Carl and Irene Morath Charitable Trust Grant application was discussed. **Motion** by R. Mach, seconded by J. Southard to apply for the Carl and Irene Morath Charitable Trust grant; if received, proceeds will be used toward a generator for the Harbor. **Motion Carried.**

Village Departments, Committees, and Commissions:

Planning Commission:

a. Planning Commission Approved Meeting Minutes dated October 25, 2022 were submitted.

b. Planning Commission Public Hearing Minutes dated November 22, 2022 were submitted.

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- c. Planning Commission Unapproved Meeting Minutes dated November 22, 2022 were submitted.
- d. Workshop Meeting Minutes dated November 15, 2022 were submitted.
- e. Master Plan Workshop Update dated November 15, 2022 was submitted.
- f. Master Plan Workshop Update – Action Needed by Village Council dated November 15, 2022 was presented by Mary Simon.
- g. Clarification of Zoning Ordinance Amendments were presented. The proposed changes will affect Residential, Commercial and Industrial Districts.
- g1. Motion** by J. Southard, seconded by S. Balysh to amend Definitions: Article 2, Section 2.3 Change the definition of filling to: The depositing or dumping of ground, soil, gravel, stone or fill dirt above the average grade of the surrounding land and/or road grade, whichever is highest, except common household gardening, farming, and general ground care of a residential or agricultural character. (Previously approved by the PC on 12/28/2021). **Motion Carried.**
- g2. Motion** by S. Balysh, seconded by R. Mach to amend Definitions: Article 2, Section 2.3 Add the definition of an RV Resort as follows: A parcel on which sites are established by recreational vehicles for the general public as temporary quarters for purposes of recreation or vacation. **Motion Carried.**
- g3. Motion** by J. Davis, seconded by M. Balysh to amend Definitions: Article 2, Section 2.3 Change the definition of parking space as follows: A visually defined area (stripping, parking blocks, etc.) of not less than 180 square feet (10 x 18 ft.), exclusive of access or maneuvering area or ramps, columns, etc. to be used exclusively as a temporary space for one private motor vehicle. Truck loading and unloading space shall not be included in such area. **Motion Carried.**
- g4. Motion** by S. Balysh, seconded by R. Mach to amend Definitions: Article 2, Section 2.3 Change the definition of short-term rental as follows: A dwelling unit providing transient accommodations for periods of less than 90 days. **Motion Carried.**
- g5. Motion** by M. Balysh, seconded by S. Balysh to amend Definitions: Article 2, Section 2.3 Add a definition for long term rentals as follows: A dwelling unit providing transient accommodations for periods of more than 90 days. **Motion Carried.**
- g6. Motion** by S. Balysh, seconded by J. Southard to amend Definitions: Article 2, Section 2.3 Add a definition for micro-units as follows: A residential dwelling between 400 and 1,000 square feet. **Motion Carried.**
- g7. Motion** by J. Southard, seconded by R. Lange to amend Article 13, Commercial Zoning District, Section 13.1.3. Add long term rental under Residential use/Accessory Building allowed by permit; add short term rental under Accommodation and Food Services allowed by permit. **Motion Carried.**
- g8. Motion** by S. Balysh, seconded by R. Mach to amend Article 11, Residential Zoning District, Section 11.1.4. Add long term rental under Residential use/Accessory Building allowed by permit; also add an R-3 that would include Micro-Units allowed by special land use permit and maintain all allowed uses under R-1 and R-2. **Motion Carried.**

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g9. Motion by J. Davis, seconded by J. Southard to amend Article 10, Agricultural-Residential Zoning District, Section 10.1.2. Add Recreational Resorts under Residential Uses as allowed by permit. **Motion Carried.**

g10. Motion by S. Balysh, seconded by D. Falcon to amend Article 19, Planned Unit Development, Section 19.3.1. Change the minimum area of land from 5 acres to 2 acres. **Motion Carried.**

h. Community Survey being developed by the Planning Commission will not be published until after the new year.

Zoning Administrator's Report: Larry O'Keefe

a. The Zoning Administrator's Report for November 2022 was presented by Larry O'Keefe.

New Business: None

Previous Business:

a. Sanilac Township - Fire/EMS Millage – Monies to be collected beginning December 1, 2023. The Clerk will follow up with updated information as it becomes available.

Bills:

a. Motion by S. Balysh, seconded by R. Lange to approve Village bills **PAID** dated November 17, 2022 in the amount of \$2,801.32. **Motion Carried.**

b. Motion by M. Balysh, seconded by J. Davis to approve Harbor bills **PAID** dated November 18, 2022 in the amount of \$607.56. **Motion Carried.**

c. Motion by R. Lange, seconded by J. Southard to approve Village bills **PAID** dated November 28, 2022 in the amount of \$1,373.89. **Motion Carried.**

d. Motion by S. Balysh, seconded by R. Mach to approve Harbor bill **PAID** dated December 1, 2022 in the amount of \$134.70. **Motion Carried.**

e. Motion by J. Davis, seconded by M. Balysh to approve Village bills **TO BE PAID** dated December 6, 2022 in the amount of \$19,683.93. **Motion Carried.**

f. Motion by R. Lange, seconded by J. Southard to approve Harbor bills **TO BE PAID** dated December 7, 2022 in the amount of \$1,186.68. **Motion Carried.**

Minutes:

Motion by R. Mach, seconded by S. Balysh to approve the Council Meeting Minutes dated November 15, 2022, as presented. **Motion Carried.**

Treasurer's Report: Darcy Johnson

a. Financial Statements dated November 2021 and November 2022 were submitted.

b. Treasurer's November 2022 Report dated December 6, 2022 was presented by Darcy Johnson.

b1. Motion by R. Lange, seconded by R. Mach to approve a budget adjustment in Parks & Recreation to pay for Christmas décor approved November 1, 2022.

i.	442-702-0	Salaries/Wages	-\$5,700.00
ii.	442-962-0	Misc. Holiday Exp.	+\$5,700.00

Motion Carried.

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Business Manager: Larry O'Keefe

a. Business Manager's November 2022 Report – Larry O'Keefe

Clerk: Barbara Rabineau

a. **Motion** by R. Lange, seconded by S. Balysh to approve expenditure to publish 2023 Council Meeting dates. **Motion Carried.**

b. The certification of the November 8, 2022 Election took place at the Board of State Canvassers Meeting November 28, 2022.

c. **Motion** by R. Mach, seconded by R. Lange to add President Damien Falcon to Exchange State Bank as an approved check and document signer. **Motion Carried.**

d. Deadline for newsletter submission is December 9, 2022.

e. UHY LLP Certified Public Accountants has rescheduled the July 1, 2021 – June 30, 2022 Audit Review for December 20, 2022.

Work in Progress:

a. 2020 Water Project

Public Comment:

a. Dan Finn spoke regarding the Parks & Recreation 5-Year Plan and approaching deadlines.

b. John Rogers requested clarification on the election results and the open seat on the Council.

Adjournment:

Motion by D. Falcon, seconded by R. Lange to adjourn the council meeting at 8:37 pm.

Motion Carried.



Barbara Rabineau
Clerk