

**Approved Minutes**  
**Port Sanilac Planning Commission**  
**January 24, 2023 7:00 PM**  
**Bark Shanty Community Center**

**Meeting Called to Order** at 7:01 PM by Vice-Chair Mary Simon

**Pledge of Allegiance** led by Bob Batz

**Members Present:** Bob Batz, Eric Bruss, Bob Dear,  
Ray Emond, Tom Jackson, Mary Simon  
Council Liaison Jim Southard, Zoning Administrator Larry O'Keefe  
Guests: (2) Corey Christensen (ROWE Consulting), Jim Sroka

**Additions to the Agenda:** None

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

**Public Comment/Communications:** None

**Approve Minutes:**

*Motion by B. Batz "to approve the minutes of the November 22, 2022 Regular Meeting", seconded by E. Bruss; Motion passed*

*Motion by B. Batz "to accept the minutes of the Master Plan Oversight Committee meeting of December 5, 2022", seconded by B. Dear; Motion passed*

*Motion by B. Batz "to accept the minutes of the Master Plan Oversight Committee meeting of January 11, 2023", seconded by E. Bruss; Motion passed*

**New Business:**

1. ROWE Professional Consultant: Corey Christensen discussed with the Planning Commission the chapters on water, sewer, transportation, and the complete streets program that will be part of the Master Plan.

The water system chapter will include some of its history, a map of the villages water lines, recent changes that are being made to switch to the Village of Lexington's water system, the need to update some of the water lines to larger diameters, and the quality of the water in the village.

The sewer system chapter will include the report on the 2006 expansion and the more recent overhaul of the pumping station on S. Lake St.

The transportation system chapter will include a Pavement Surface Evaluation & Rating (PASER) map showing the road conditions in the village, the yearly traffic on the state highways M-46 & M-25 in the village, and the Sanilac Transportation shuttle bus service. The "Complete Streets" design concept will also be a part of the chapter on transportation. This concept enables safe access for all users (motorists, transit riders, bicyclists, and pedestrians) to shop, get to work, and move around with ease in the commercial, residential, and primary street areas.

**Approved Minutes**  
**Port Sanilac Planning Commission**  
**January 24, 2023 7:00 PM**

2. Application Packets for Council, Planning Commission, and Employees: M. Simon reviewed for the commission the new application packets that she and Village Clerk Barb Rabineau had worked on together. These included verification checklists with signatures for each category of village workers that would be kept in their file. These packets could also be considered part of the training that RRC wants to see for new workers. There were discussions about how this might affect employees who are union members.

**Council Liaison Report:** None

**Zoning Administrator Report:**

Permits: (1)

1. Land Use (to change the use of the property in the CBD) 27 N. Ridge St. (Approved)

Other Zoning Issues:

2. Fence constructed without a permit 7135 Huron St. (Pending)
3. Blight, damaged building tarp roof 365 S. Lake St. (Pending)

**Old Business:**

1. Master Plan Oversight Committee Report: Accepted the minutes, and discussion was contained in the Community Survey below. Committee will meet again on February 8th at 10:00 AM.
2. Master Plan Community Survey: T. Jackson and M. Simon updated the commission on the survey that Mr. Jackson is putting together to get input from the community for the Master Plan. Consultant Corey Christensen from ROWE also reviewed the survey and gave several suggestions on what to include. He also suggested moving the demographic questions up to the top of the survey and including age, as well as length of time lived in the village. There was a discussion on how to prevent multiple responses, and T. Jackson stated that the online Google Forms format that he is using will show the email of the user which will help to prevent more than one survey response per household. Surveys will also be mailed to each household in the village.

**Upcoming Meetings:**

Master Plan Oversight Committee Meeting February 8, 2023 at 10:00 AM  
Next Regular meeting Tuesday, February 28, 2023 at 7:00 P.M.

**Meeting Adjourned:** by Chair Ray Emond at 8:34 PM

Submitted by: Bob Dear  
Planning Commission Secretary