

2022-2023

Village of Port Sanilac

Planning Commission's 3rd Annual Report



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Planning Commission 2022-2023 Annual Report

Introduction



This is the third annual report of the Village of Port Sanilac Planning Commission. The Planning Commission is comprised of seven members appointed by the Village Council. A liaison from the Village Council, and the Village Zoning Administrator also attend the meetings. The Planning Commission (PC) holds

regular meetings on the fourth Tuesday of each month at the Bark Shanty Community Center. The Planning Commission’s task is to review site plans, land use permits, planned unit developments, rezoning, and every five years the Village Master Plan. The Planning Commission also holds public hearings for special land use permits and zoning text amendments.



Purpose of the Annual Report

- The Michigan Planning Enabling Act requires the Planning Commission to prepare an annual report to the Village Council:
 “A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”
- Increases information-sharing between the commission, council, committees, village staff, and the community.
- Allows for planning of upcoming issues and priorities, in order to prepare and budget.

Membership

Commission Member	Office	Comments	Term Ending
Raymond Emond	Chair		2024
Mary Simon	Vice-Chair	Master Plan workgroup	2025
Robert Dear	Secretary	Master Plan workgroup	2024
Robert Batz		Master Plan workgroup	2026
Eric Bruss			2024
Tom Jackson		Master Plan workgroup	2025
Jim Sroka		Appointed March 7, 2023; Master Plan workgroup	2025
Jim Southard	Council Liaison		
Larry O’Keefe	Zoning Administrator		

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Meetings



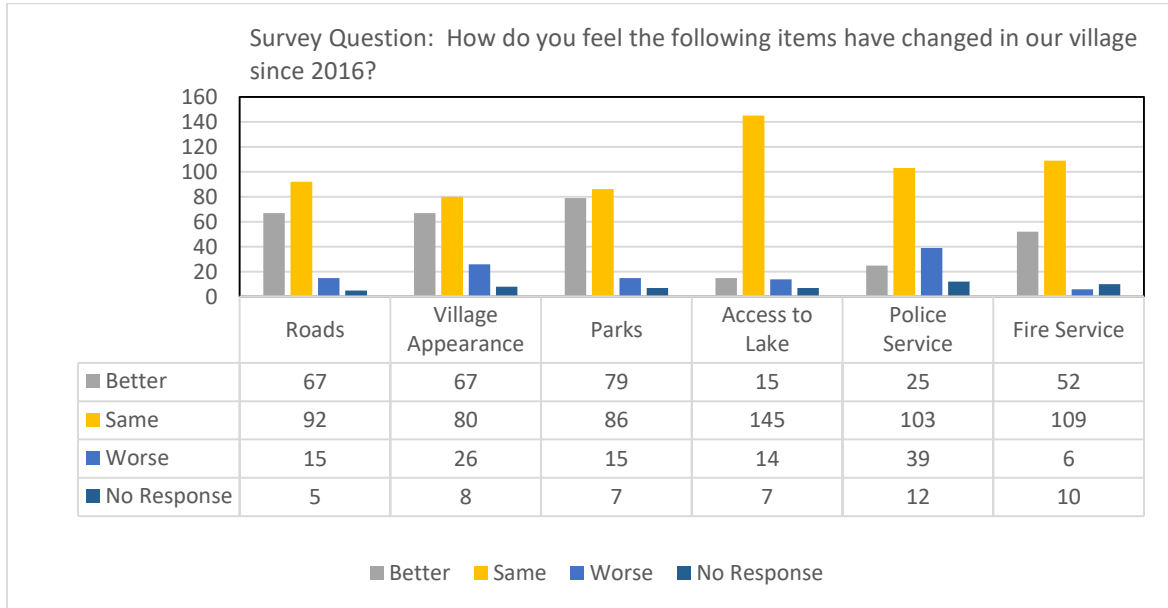
The Port Sanilac Village Planning Commission met for (11) eleven regular monthly meetings (no December meeting). The commission also had (16) sixteen committee workshops, held one public hearing, and had an Open House on April 25th. Much of the commission's time this year was spent updating the Master Plan with ROWE consultants.

Date	Type of Meeting	Comments
July 26, 2022	Regular Meeting	Absent: Bob Batz Guests (2)
August 23, 2022	Regular Meeting	Absent: Ray Emond Guests (2)
September 27, 2022	Regular Meeting	Absent: Tom Jackson Guests (5)
October 25, 2022	Regular Meeting	 Guest (1)
November 22, 2022	Regular Meeting	Absent: Tom Jackson Guests (2)
December 27, 2022	No meeting held	
January 24, 2023	Regular Meeting	 Guests (2)
February 28, 2023	Regular Meeting	Absent: Bob Batz Guests (7)
March 28, 2023	Regular Meeting	 Guests (3)
April 25, 2023	Regular Meeting	 Guests (2)
May 23, 2023	Regular Meeting	 Guests (3)
June 27, 2023	Regular Meeting	Absent: Tom Jackson Guest (1)

Committees/Workshops

Date	Type of Meeting	Comments
July 19, 2022	Master Plan Oversight	Research on Best Practice Guidelines for RRC areas
August 15, 2022	Master Plan Oversight	"Parking Flexibility" issues for RRC guidelines
September 20, 2022	Master Plan Oversight	"Flexible Housing" issues for RRC guidelines & survey
October 17, 2022	Master Plan Oversight	Zoning ordinance changes for RRC requirements
November 15, 2022	Master Plan Oversight	Updates on Basic Guidelines and Zoning changes
December 5, 2022	Master Plan Oversight	Met with new Village Council President Damien Falcon
January 11, 2023	Master Plan Oversight	Drafted a Master Plan "survey" for village residents
February 8, 2023	Master Plan Oversight	Changes to "survey" draft w/suggestions from ROWE
March 10, 2023	Master Plan Oversight	Label, fold, stuff, mail 385 surveys for the Master Plan
March 27, 2023	Master Plan Oversight	Tallied and reviewed the "survey" results
April 5, 2023	Master Plan Oversight	Tallied survey written responses received
April 18, 2023	Master Plan Oversight	Final tallies of survey & Open House preparations
April 25, 2023	Master Plan Oversight	Open House setup 10:00 AM & Open House 4:00-7:00
May 16, 2023	Master Plan Oversight	Reviewed the Capital Improvement Plan
May 23, 2023	PC Workshop	Reviewed the old Goals & Objectives, & land use maps
June 21, 2023	Master Plan Oversight	Reviewed "parking flexibility" & land use maps

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Survey and Open House

The Planning Commission Master Plan Oversight Committee mailed surveys to village residents and businesses to get their input in developing goals and objectives for the Master Plan. 385 surveys were sent to village households and 40 to village businesses. A total of 184 surveys were returned by residents and 2 by businesses.

This was an enormous task that required a lot of extra work and time on the committee’s part. Much time was spent in developing the survey, folding, labeling, and stuffing envelopes, tallying and reviewing the results, and making graphs, charts, and a power point presentation to display the results for the public

An “Open House” was held on April 25th from 4:00-7:00 PM in the Bark Shanty Community Center to invite the community to review the results. The 15 residents who attended the “Open House” were thankful for the opportunity to complete the survey, appreciated all of the hard work that had been done, and were pleased with the response. This completed the public input requirement for the RRC and Master Plan.




Public Hearing



Date	Purpose	Guests	Results
November 22, 2022	Ten amendments to the zoning ordinance proposed by the Planning Commission for the RRC & Master Plan	1	Approved by the Village Council on Dec. 6, 2022

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Zoning Ordinance Amendments Proposed by the Planning Commission



Ten zoning ordinance amendments/additions were proposed by the Planning Commission in 2022-2023. All of these were presented at a public hearing on November 22, 2022, and approved by the Village Council on December 6, 2022.

1. *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. ()*
2. *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.*
3. *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.*
4. *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.*
5. *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*
6. *Definitions: Article 2, Section 2.3 Add a definition for micro-units as follows: A residential dwelling between 400 and 1,000 square feet.*
7. *Article 13, Commercial Zoning District, Sections 13.1.3 and 13.2.3 Add long term rental under Residential use/Accessory Building allowed by permit; add short term rental under Accommodation and Food Services allowed by permit.*
8. *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.*
9. *Article 10, Agricultural-Residential Zoning District, Section 10.1.2 Add Recreational Resorts under Residential Uses as allowed by permit.*
10. *Article 19, Planned Unit Development, Section 19.3.1 Change the minimum area of land from 5 acres to 2 acres*

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Master Plan Log of Review & Update



- July 19, 2022 – Village Council approves consulting agreement with ROWE Professional Consulting Services for \$6,125 for the Master Plan update. (Grant from RRC for \$18,375=Total Cost of project (\$24,500).
- August 23, 2022 - ROWE Consultant Corey Christensen met with the Planning Commission for an Overview and Basic Training presentation, and gave us information on the meetings and topics for the next 11 months.
- September 27, 2022 – ROWE Consultant Corey Christensen met with the Planning Commission to review the decennial Demographic and Housing Analysis.
- October 25, 2022 – ROWE Consultant Corey Christensen met with the Planning Commission to review the chapters on Location, History, Adjacent Land Use, and Parks and Recreation.
- November 22, 2022 – ROWE Consultant Corey Christensen met with the Planning Commission to discuss the chapters on History, Administrative Structure, Economic Analysis, and Natural Features.
- December 6, 2022 – Vice-Chair M. Simon presents issues to the Village Council that still need to be addressed for the RRC requirements. The Village Council approves 10 zoning ordinance amendments recommended by Planning Commission.
- January 24, 2023 – ROWE Consultant Corey Christensen discusses with the Planning Commission the chapters on Water, Sewer, and Transportation
- February 2023 – ROWE Consultant Alex Hritcu replaces Corey Christensen.
- March 28, 2023 - ROWE Consultant Alex Hritcu distributes and discusses the Existing Land Use Map with the Planning Commission. Central Business District will be added to the map.
- April 25, 2023 – Setup for “Open House” at 10:00 AM. “Open House” from 4:00-7:00 PM. About 15 residents attended. ROWE Consultant Alex Hritcu attended the Open House and discussed issues with the community members who came. He discussed the Future Land Use Map with the Planning Commission, and also zoning changes that will be needed.
- May 16, 2023 – Village Council approves 6 of 7 recommendations from the Planning Commission for the RRC list.
- May 23, 2023 – ROWE Consultant Alex Hritcu discussed updated Existing and Future Land Use Maps with Planning Commission along with the Goals and Objectives for the Master Plan.
- June 27, 2023 – ROWE Consultant Alex Hritcu emailed the chapters on Goals and Objectives, Public Input, and the new Cover.

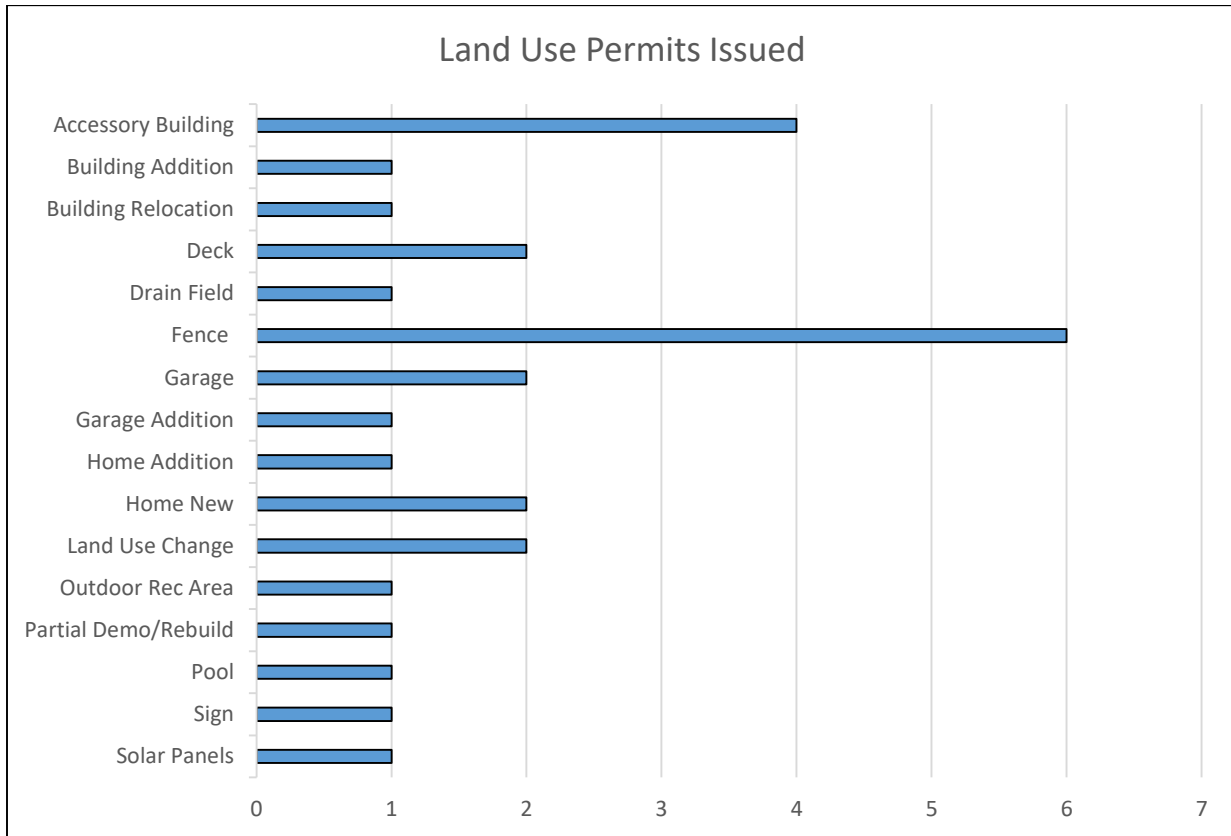


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Land Use Permits Report 2022-2023

Date		Location		Description	Status
July	2022	396	S Lake	Accessory Building	Approved
July	2022	7335	Cedar	Garage	Approved
July	2022	228	S Ridge	Deck	Approved
July	2022	95	N Ridge	House	Approved
August	2022	228	S Lake	Fence	Approved
August	2022	396	S Lake	Garage Addition	Approved
August	2022	45	Austin	House	Approved
August	2022	95	N Ridge	Garage	Approved
August	2022	32	N Lake	Swimming Pool	Approved
September	2022	396	S Lake	Fence	Approved
September	2022	161	S Lake	Entertainment Area	Denied
September	2022	370	S Lake	House Addition	Denied
October	2022	228	S Ridge	Building Addition	Approved
October	2022	228	S Ridge	Building Relocation	Approved
October	2022	228	S Ridge	Drain Field	Approved
October	2022	570	Lakeshore	Accessory Building	Approved
November	2022	41	N Ridge	Land Use Change	Approved
January	2023	27	N Ridge	Land Use Change	Approved
February	2023	7135	Huron	Fence	Approved
February	2023	7280	Main	Partial Demolition/Rebuild	Approved
March	2023	Vacant	N Ridge	Shed	Denied
April	2023	100	Austin	Accessory Building	Approved
April	2023	149	S Lake	Fence	Approved
April	2023	11	S Ridge	Deck	Approved
May	2023	85	Austin	Accessory Building	Approved
May	2023	100	Austin	Fence	Approved
May	2023	171	S Lake	Outdoor Recreation Area	Approved
May	2023	178	S Ridge	Sign	Approved
May	2023	365	S Lake	Home Addition	Approved
June	2023	75	Austin	Fence	Approved
June	2023	425	S Lake	Solar Panels	Approved

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Capital Improvement Plan

The following recommendations were suggested by the Planning Commission:

1. Under Parks-Public Areas: Misc. Area re: Walking Trail to Museum; move \$1,000 from 2025-26 to 2023-24. A walking trail was a top request in the survey. Recommended moving \$1,000 to 2023-24 so that the village can start the planning process, determine the location and design for a walking path.

2. Under Streets/Alleys: Street Signs, Crosswalk/Bike Path Crossing Signs. No funds are earmarked. Mr. O'Keefe stated marking cross-walks across state roads likely need to have state approval.

3. Non-Motorized Facilities: Existing Sidewalks: Review/Repair trip hazards (annually). \$2,400 is earmarked every year through 2028-29. Based on survey responses, repairing sidewalks (especially on North Lake Street) was a high priority. Mr. O'Keefe under the village ordinances, sidewalks can be repaired/replaced and billed to the homeowner/business. He was concerned about spot enforcement, but the Capitol Improvement Plan allows for improvements where a trip hazard is noted.

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Capital Improvement Plan (continued)

4. Non-Motorized Facilities: Tree Planters: \$1,000 is earmarked annually. Rather than removing selected trees, we suggested either perennials or scrubs be planted. The Business Association is purchasing 15 pots that will be placed in the CBD and maintained by their members. Mr. O'Keefe noted there are approximately 40 sidewalk planters in the village. A number still have nice trees while others are empty. The removal of some planters may need to occur too,

5. Parks and Recreation: Softball Field B: Add diamond dust with \$500 earmarked 2023-24 and Playground Equipment: Rebuild dugout benches with \$1,000 earmarked. We suggested that \$1500 be moved to the North Park for the purchase of picnic tables and removal of the old playground equipment.

6. Miscellaneous: Street Scape Planters: Repair/replace or remove/store: Business Association with \$1,000 earmarked annually. The removal or repair should be a village responsibility.



Future Planning Issues

Master Plan Adoption and Implementation of Goals & Objectives

Public Hearing for the Master Plan

Short-Term Rental Ordinance Amendment

Zoning Ordinance Updates