

Approved Minutes
Port Sanilac Planning Commission
May 25, 2021 7:00 PM
Bark Shanty Community Center

Meeting Called to Order at 7:02 PM by Vice-Chairwoman Simon

Pledge of Allegiance

Members Present: Chairman R. Emond, B. Batz, E. Bruss, B. Dear, A. Frusti, M. Simon,
Council Liaison J. Southard, Zoning Administrator L. O'Keefe
Guests: 2 Kathleen Malone, Jeff Smeader

Additions to the Agenda: None

Approve Agenda: **Motion** to approve the agenda by Batz, seconded by Bruss; **Motion carried**

Public Comment/Communications: None

Approve Minutes:

April 27, 2021 Regular Meeting: **Motion** by Batz to approve the minutes, seconded by Bruss,
Motion carried

Council Liaison Report: Southard mentioned that no one has applied for the Planning Commission vacancy. Ray Mach is going to contact Ray Emond so that we could start the process of the Master Plan Review. Initial evaluation/assessment has been completed by MEDC. No definite time limit for Master Plan Review completion.

Zoning Administrator Report:

1. Permit to replace a sign at the Citgo Station 173 N. Ridge St. (Approved)
2. Permit to construct an accessory building 350 S. Lake St. (Approved)
3. Unused vehicle 7115 Main St. (Pending)
4. Permit for dimensional variance for minor nonconformity at 108 N. Lake St. (Expired)

Old Business:

1. Master Plan Review/Update
Oversite/coordinating committee will meet on June 9, 2021 at 10:00 AM at the Bark Shanty. Dear will contact Jim Sroka with date and time of the meeting.
2. Capital Improvement Plan
Motion by Simon to approve the Capital Improvement Plan as presented and forward to council for their consideration, seconded by Batz; **Motion carried**
3. Planning Commission Budget for 2021-2022
Motion by Simon to approve the Planning Commission Budget for 2021-2022 as presented and forward to council for their approval, seconded by Batz; **Motion carried**

New Business:

1. Fee Schedule
The Planning Commission recommends the following changes to the Land Use Permits and Demolition Permits on the fee schedule:

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Land Use Permits

Sheds, Decks, Porches, & Fences \$50

Swimming Pools & Ponds \$50

Additions & attached garages to:

Residences \$100

New Residences \$150

Commercial & Industrial \$250

Penalty for no permit: Equal to the cost of the permit

Demolition Permits

Residences \$100

Commercial & Industrial \$250

Motion by Dear to accept the revised fee schedule and forward to council for approval, seconded by Frusti; **Motion carried**

2. High Risk Erosion Areas

Village Council needs to adopt/approve the required floodplain management measures by August 10, 2021. Residents in High Risk Erosion Areas are required to have flood insurance (addresses 395, 401, 407, 415, 419, 421, 425, 431, and 437 on S. Lake St.).

3. Expiration of Dimensional Variance for Minor Nonconformity at 108 N. Lake St

Permit expires after 1 year if construction hasn't started. Zoning Administrator needs to notify 10 days before expiration date. O'Keefe has sent a letter to keep in compliance with the ordinance.

4. Bruss, Dear, and Emond terms are expiring, and they need to submit a letter to council for reappointment if desired.

Next Regular Meeting: Tuesday, June 22, 2021 at 7:00 P.M.

Meeting Adjourned: by Chairman Emond at 8:08 PM.

Submitted by: Bob Dear
Planning Commission Secretary