

Minutes Approved
Port Sanilac Planning Commission
November 25, 2025, at 7:00 p.m.
Bark Shanty Community Center, Port Sanilac, MI 48469

Determine Quorum: Attained

Call to Order by Chair: Mary Simon at 7:07 p.m.

Pledge of Allegiance: Led by: Marcie Kolakovich

Roll Call: Eric Bruss, X Don Diem, X Tom Jackson, X Marcie Kolakovich X, John Rogers, X Mary Simon X Ex Officio Member, Jim Sroka, X Zoning Administrator Larry O'Keefe X

Guests: Julie Fagan, Dan Sinagoga

Additions to the Agenda: Added PSBA – Hull Foundation – Phase I - Harbor Park

Motion to accept additions to the agenda

Motion by Mary Simmon, seconded by Eric Bruss. **Motion Carried.**

Approve the Agenda:

Motion by Tom Jackson, seconded by John Rogers. **Motion Carried.**

Public Comment: None

Approved Minutes:

Planning Commission Meeting Minutes, October 28, 2025

Motion by Tom Jackson, seconded by Marcie Kolakovich. **Motion Carried**

Special Land Use Meeting Minutes, October 28, 2025

Motion by John Rogers, seconded by Mary Simon. **Motion Carried.**

Ex Officio Report: Jim Sroka

PSBA – Hull Foundation to go to Governance.

STR – late applications, fines?

Dollar General – letter (delivered) regarding mural display.

Zoning Administrator Report was presented by Larry O'Keefe

87 N. Lake Street – open concerns raised, alteration to foundation.

4 - Land Use Permits

105 S. St. Clair Street – replace rear deck – approved.

175 S. Ridge Street – construct a privacy fence – approved.

173 S. Ridge Street – construct a shed – approved.

45 Austin Street – construct a shed – approved.

209 S. Lake Street – Violation letter sent – pending.

7127 Huron Street – Short Term Rental application, public hearing – approved (fence).

439 S. Lake Street – Zoning Board of Appeals – public hearing on December 15, 2025 – pending.

New Business:

Port Sanilac Business Association (PSBA) – Hull Foundation presented by Dan Sinagoga and Julie Fagan – Phase I, Harbor Park (hand out).

Planning Commission see's that PSBA presentation fulfills Master Plan concept for Harbor Park.

Motion by Jim Sroka, seconded by Marcie Kolakovich with final concept agrees to be presented to Council. **Motion Carried.**

Old Business:

1. Short Term Rentals

a. Renewals

437 S. Lake Street (on hold) Two RVs on property (turn into Cod enforcer)

b. Special land use applications

c. New applications

55 N. Ridge Street – proof of rental (late-fine?) Commercial District

181 S. Lake Street-she just got renewed, didn't think she had to pull a new application so soon. (late?)

104 S. Lake Street – STR agreement - approved

171 S. Lake Street – application - approved

505 S. Lake Street – application - approved

184 S. Ridge Street – application - approved

25 N. Lake Street – application - approved

94 N. Lake Street – application, approved

161 S. Lake Street – documentation not verifiable, approved.

85 Chippewa – documentation - approved

77 Chippewa – application - approved

7082 Huron Avenue – application - approved

7254 Erie Street – application – approved

164 S. Lake Street – application – approved

191 S. Lake Street – application – approved

170 S. Ridge Street – application – approved

7234 Main Street – application – approved

71 Lake Street – application – approved

302 S. Lake Street – application – approved

180 N. Ridge Street – application – approved

221 S. Lake Street – application – approved

11 S. Ridge Street – application – approved

Planning Commission Minutes, November 25, 2025

7047 Main Street - application

7047 Main Street – no documentation of rental, Mary will send an email to them. (Rec'd paperwork- December 15, 2025 to be reviewed)

Short Term Rentals – 22 approved

Total – 29 applications

Mary Simon to send out letters to approval of applicants.

(Planning Commission to make form clearer when updating the application renewal, regarding yearly renewal clarification and what is needed as verifiable proof.)

2. Dollar General Windows

Jim Sroka and Mary Simon met with the Dollar Store manager. (PSBA and Planning Commission need to discuss who will be our contact person.)

New Business:

1. Holiday Events: November 29, 2025

Loop-Harrison Mansion Open House. 3:00 p.m. – 5:00 p.m.

Village Festival of Lights [firehall] 5:00 p.m.

Sanilac Historic Village Lighted Trail Debut 7:00 - 9:00 p.m.

Sanilac Historic Village – Sing a Long 6:45 p.m.

2. Light Up the Holidays -collecting items for needy families.

Upcoming Scheduled Meetings:

1. ZBA, December 15, 2025, at the BSCC at 6:00 p.m.

2. Special Land Use - December 15, 2025, 6:45pm

3. Regular Planning Commission meeting: December 15, 2025, at the BSCC at 7:00 p.m.

2026

4. Planning Commission with ROWE: January 13, 2026, at 3:30-4:30 p.m.

5. Planning Commission meeting: January 27, 2026, at 7:00 p.m.

Public Comment: None

Meeting Adjourned by Chair: Mary Simon at 8:49 p.m.

Submitted by: Barbara Joslin, Clerk