

Approved Minutes
Port Sanilac Planning Commission
July 25, 2023 7:00 PM
Bark Shanty Community Center

Meeting Called to Order at 7:00 PM by Chair Ray Emond

Pledge of Allegiance led by Ray Emond

Members Present: Bob Batz, Eric Bruss, Bob Dear, Ray Emond,
Tom Jackson, Jim Sroka,
Council Liaison Jim Southard, Zoning Administrator Larry O'Keefe

Absent: Mary Simon

Guests: (1) Alex Hritcu

Additions to the Agenda: Parking & RRC Documents added under Old Business

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 June 27, 2023 Regular Meeting", seconded by T. Jackson; Motion passed

Council Liaison Report: J. Southard reported that the Summer Festival may be held the same weekend as the Antique Boat Show, since it was cancelled earlier because of weather.

Zoning Administrator Report:

Permits: (5)

1. Use Change – Short Term Rental 55 N. Ridge (Approved)
2. Sign - 55 N. Ridge (Approved)
3. House and Garage – Main (Approved)
4. Fence/Retaining Wall – 71 S. Lake (Approved)
5. Parcel Split – 7209 & 7225 Main (Approved)

Motion by B. Batz "to approve the split of the property at 7209 Main & 7225 Main determined to be in compliance with current zoning ordinance and no variance required", seconded by J. Sroka; Motion passed

Other Zoning Issues:

6. 7135 Huron St. – Fence constructed without a permit (Resolved)

Motion by J. Sroka "to amend Sections 3.18.2 and 3.18.3 to change every occurrence of the word "assessor" to the words "zoning administrator", seconded by B. Batz; Motion passed

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Old Business:

1. Short-Term Rental Section 17.10.32 Amendment Proposal:

Motion by Jim Sroka, seconded by Tom Jackson "to approve the Short-Term rental draft proposal of Section 17.10.32 with the following seven changes: (1) Comprise a maximum number of ten percent (10%) of the total number of houses in the village (2) Limit the required minimum distance between short-term rentals to 250 feet in the R1 districts only (3) In the third paragraph change 18 months to 12 months (4) A one-time registration fee of \$100 with a 12-month renewal (5) A \$500 fine for the first violation and \$1000 for each subsequent violation (6) Delete the sentence that says "Each day that a violation continues constitutes a separate violation." (7) Add the names of the local agent or owner on the registration form

*After a lengthy discussion a Roll Call vote was requested by Chair R. Emond: Bob Batz-Y, Eric Bruss-Y, Bob Dear-N, Ray Emond-N, Tom Jackson-Y, Jim Sroka-Y
Motion passed 4-2.*

2. Parking at 71 S. Lake: Zoning Administrator O'Keefe explained that there will be four parking spaces on the property, and at least four parking spaces located across the street at a reasonable walking distance.
3. RRC Documents: R. Emond checked to make sure everyone had turned in their documents to the Village Clerk.

New Business:

1. ROWE Professional Consultant: Alex Hritcu briefly discussed Chapters 3-6 on Land Use Maps, Goals and Objectives, Public Input, and the Master Plan cover. He stated that he feels we are very close to the finished product. Alex will email a final copy to L. O'Keefe to print hard copies for our review. Larry will then forward to RRC for their review also. Alex also reviewed for the commission the final steps in the process such as: Public Hearing, transmittal to the County Planning Commission, etc., adoption by the Planning Commission, and adoption by the Village Council.
2. Election of Officers for 2023-2024:
Chair – R. Emond nominated M. Simon as Chair; seconded by B. Batz; Motion passed
Vice-Chair – B. Batz nominated T. Jackson as Vice-Chair; seconded by E. Bruss;
R. Emond nominated J. Sroka as Vice-Chair; seconded by B. Dear;
After a vote, T. Jackson elected as Vice-Chair
Secretary – R. Emond nominated B. Dear as Secretary; seconded by T. Jackson; Motion passed

Upcoming Meetings:

Next Regular meeting Tuesday, August 22, 2023 at 7:00 P.M.

Meeting Adjourned: by Chair Ray Emond at 8:32 PM

Submitted by: Bob Dear
Planning Commission Secretary