

Port Sanilac Planning Commission
Approved Minutes of August 26, 2025
7:00 p.m.
Bark Shanty Community Center
Port Sanilac, MI

Quorum Determined

Call to Order at 7:00 p.m. By M. Simon

Pledge of Allegiance led by L. O'Keefe

Roll Call: Eric Bruss X, Tom Jackson X, John Rogers X, Mary Simon X
Jim Sroka, Ex Officio member X, Larry O'Keefe, Zoning Administrator X

Guests: None

Additions to Agenda: Add EGLE training under New Business; Motion by Rogers, Seconded by Bruss. Motion carried.

Public Comment: None

Approve Minutes: Minutes of July 22, 2025 meeting. Motion by Simon, seconded by Rogers to approve minutes with one correction. Under Old Business, Short Term Rentals (a) remove “was introduced” in last sentence. Motion carried.

Ex-Officio Report: J. Sroka updated members on the on-going work to develop a non-profit entity through the Sanilac County Community Foundation for donations to the Village. Several steps are in development, including committees to manage various aspects of the fund.

Zoning Administrator Report:

1. 65 St. Clair Street; fence approved
2. 7035 Huron Street; swimming pool approved
3. 7130 Main St; Library sign approved; O'Keefe to share ordinance language on sign lighting
4. 41 S. St. Clair Street; lot split request. Motion by Sroka, seconded by Bruss to approve lot split. Motion carried
5. Kayak launch to be covered under New Business
6. 209 S. Lake, variance request denied by Village Zoning Board of Appeals; owner appealed to Circuit Court, pending.
7. 205 S. Ridge; swimming pool without permit; resolved
8. Sanilac Township Master Plan: The 8/14/25 letter to PC members of the surrounding communities was received with an opportunity to review and provide comments to the township within 63 days. Members were asked to go to the link provided and we will discuss at our September 23rd meeting if there are comments we want to submit.

Old Business:

1. Short Term Rentals
 - a. Ordinance update approved by Village Council; updated language published 8/13/25 had a typo under B and D of September 15 and should be September 1st as presented at the Public Hearing and

Village Council. Correction to be published in Sanilac County News this week.

b. New Applications:

7180 Huron Street approved; letter advising of Special Land Use to be sent to owner

181 S. Lake and 161 S. Lake sent new applications under the updated grandfather language; approved, no Special Lane Use required for grandfathered STR.

c. Inspections: Simon shared language from the updated Village Ordinance formerly titled Long Term Rentals, now Chapter 110: Rental Dwellings. Clarification language was discussed; Motion by Rogers, seconded by Jackson to forward suggested language change to the Village Council. motion carried. Sroka a Ex-Officio member will present to the Council.

Definition of Dwelling: A building or portion thereof designed or used predominantly for residential occupancy ~~of a continued~~ **for long day use (90 days or more) or short term use (less than 90 days)** including one-family dwellings, two family dwellings, and multiple-family dwellings, but not including hotels, motels **and bed & breakfast.**

Long Term Rental or Short Term Rented Dwelling or Dwelling Unit. A dwelling unit let or intended to be let for rent or lease ~~for more than 90 days,~~

Discussion held on the 110.06 Enforcement and Inspection Authority language in the Village Rental Dwellings ordinance. First and third sentence are conflicting. O'Keefe will discuss with Council and with the Rental Inspector about timeframe for inspecting new rentals. It was recommended new rentals be inspected within 30 days of approval.

d. Forms update: Carry-over.

2. Rowe Contract

a. New contract from Rowe has been signed by both parties and submitted to MEDC/RRC. RRC contract has also been signed and awaiting MEDC signature. The contract from Rowe came in at \$48,000; MEDC approved \$45,000 grant with a \$3,000 match already approved by the Village. Our kick-off meeting is scheduled for September 23, 2025 at 6:00 p.m. With Rowe and MEDC may also attend. Simon will confirm with both and notice posted in the Village office.

b. The update of the Village Ordinances in conjunction with meeting the RRC Certification requirements will be addressed in this grant.

New Business:

1. Kayak Ramp: The Village Parks & Recreation Committee and Village Council had a proposal for a kayak ramp at the end of Cherry Street. The MDNR was approached about a ramp at the boat launch and will not approve. The Village Marina is not an appropriate site due to electrical issues and safety concerns with boats and kayaks. Sroka shared possible state changes in requiring licenses for kayaks which, if enacted, could lead to kayak launches being provided by the MDNR. Zoning Ordinances do not address kayak launches. Planning Commission will recommend the Village Council put the issues of a kayak launch on hold due to no current safe location on Village property. O'Keefe and Sroka will report to the Village Council.
2. Master Plan Review: The issue of cleaning up downtown was high on the list from the Master Plan survey. The windows at the Dollar General were of particular concern. Several drawings and ideas for the windows have been presented by no official request has been submitted to the franchise owner. Simon volunteered to draft a letter to the franchise owner and present to the Community Development Committee for consideration.
3. Port Sanilac Marina Plans: On August 19, 2025, O'Keefe, Sroka and Simon met with Will Lianos, CFO representing owner Pat Green and Shawn Bielecki, Direction of Operations to

review their proposed plans for the marina. Other than a deck on the north side of the restaurant and a deck and new roof line on the house to the west of the marina, no ground footage will be changed. The restaurant will be smaller and five hotel rooms developed; the house will also have five hotel rooms. We discussed a required parking plan considering the addition of hotel rooms. They hope to have final, detailed plans by the end of September. We originally considered a meeting before our Sept 23 meeting, but now believe can be handled during our regular meeting. Ms. Simon will notify Mr. Lianos and/or Mr. Bielecki of his change.

4. EGLE training: A workshop is scheduled for September 30th from 9:00 am to 4:00 pm at the county training center. There is no charge; lunch and refreshments will be provided. Challenges specific to coastal communities will be discussed. Simon may be attending and suggested other PC and/or Village Council should consider attending. Persons attending are encouraged to contact the names listed on the announcement.

Upcoming Scheduled Meetings:

1. Regular Planning Commission meeting on September 23, 2025 at 7:00 p.m.
2. MEDC/RRC and Rowe Kick Off meeting September 23, 2025 at 6:00 p.m.

Public Comments: None

Meeting adjourned by Simon at 8:36 p.m.

Submitted by: M. Simon