

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

Meeting Called to Order at 7:06 PM by Chair Ray Emond

Pledge of Allegiance led by Ray Emond

**Members Present:** Bob Batz, Eric Bruss, Bob Dear, Ray Emond,  
Tom Jackson, Mary Simon, Jim Sroka  
Council Liaison Jim Southard, Zoning Administrator Larry O'Keefe  
Guests: (2) Alex Hritcu, Jenny Sroka,

**Additions to the Agenda:** Community Connect Grant report added under New Business

**Approve Agenda:** *Motion "to approve the agenda", by M. Simon, seconded by T. Jackson;  
Motion passed*

**Public Comment/Communications:** None

**Approve Minutes:**

*Motion by B. Batz "to approve the minutes of the March 28, 2023 Regular Meeting",  
seconded by M. Simon; Motion passed*

*Motion by B. Dear "to accept the minutes of the April 5, 2023 & April 18, 2023 Master Plan  
Oversight Committee Workshop", seconded by B. Batz: motion passed*

**New Business:**

1. ROWE Professional Consultant: Consultant Alex Hritcu came for the Survey Open House today and he stated that from the survey it looks like the community is for the most part pretty optimistic. He discussed the existing and future land use maps that will be part of the revised Master Plan. Once the existing land use map is updated, he will use public input from the survey and bring a draft of a future land use map next month for the Planning Commission to review.

He said that after the Master Plan is adopted it will be necessary to make changes to our zoning ordinance to reflect our goals and objectives for future land use and allow for growth. One example he mentioned was that we need to adopt language and regulations for R3 residential areas if they are to be added to the land use maps.

We also need to add language for municipal/public areas and buildings that will be on the map. Planning commission members will have a thirty-minute workshop with Alex at 6:30 PM before our next meeting on May 23 to review the future land use map.

2. Community Connect Grant: M. Simon gave a short report about the webinar that she had watched for this grant, and she said that it was all about broadband service. She stated that it was very confusing, and probably not something the village would want to provide.

**Council Liaison Report:** J. Southard reported that Anne Soule will return as Harbor Master.

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**Zoning Administrator Report:**

Permits: (3)

1. Accessory Building at 100 Austin Dr. (Approved)
2. Fence at 149 S. Lake St. (Approved)
3. Deck at 11 South Ridge St. (Approved)

Other Zoning Issues:

4. Fence constructed without a permit at 7135 Huron St. (Obtained permit subject to survey of west property line)
5. Blight, damaged building tarp roof 365 S. Lake St. (Second Notice)

ZA L. O'Keefe also mentioned a concern with the Lakefront district and the issue of the rear vs front yards. The owner of the lighthouse is concerned about the building being constructed to the north of the lighthouse. He says the Coast Guard has laws restricting the height of buildings near lighthouses and visibility requirements. He also wants to build an 8' privacy fence between the two properties. This fence would extend out to the street.

**Old Business:**

1. Master Plan Oversight Committee Update: The committee mailed out a total of 385 surveys to residents, and 184 of them were returned. 40 surveys were mailed to businesses with only 2 being returned. The committee held an Open House in the Bark Shanty gym on April 25 from 4-7 PM to share the results of the survey with the community. There were several tables set up to display survey data using posters, handouts, land use maps, and a power point presentation. One of the big "themes" from the survey was the looks/presentation of the downtown area of the village. Data results from the survey will now be used for a future land use map, and to set goals and objectives in the Master Plan.

The committee was disappointed with the turnout for the Open House, but those few who did come were very interested, pleased with what they saw, and had good suggestions. The committee would like to say a big "THANK YOU" to Sanilac Coffee for donating coffee and pastries, and to Willis' Market for donating bottles of water for the Open House. Thank you notes will be sent to these businesses.

2. Capital Improvement Plan: Alex Hritcu discussed how the Master Plan and Capital Improvement Plan are related and important to each other. ZA O'Keefe stated that anything the commission wants to suggest for the Capital Improvement Plan needs to be emailed to him sometime within the next week. Some suggestions given were concerning the parking lots, restrooms, signage, sidewalks, and downtown area.

**Upcoming Meetings:**

Master Plan Oversight Committee workshop - May 16<sup>th</sup> at 10:00 AM

Planning Commission workshop - May 23<sup>th</sup> at 6:30 PM

Next Regular meeting Tuesday, May 23, 2023 at 7:00 P.M.

**Meeting Adjourned:** by Chair Ray Emond at 8:30 PM

Submitted by: Bob Dear  
Planning Commission Secretary