

**Approved Minutes**  
**Port Sanilac Planning Commission**  
**November 22, 2022 7:00 PM**  
**Bark Shanty Community Center**

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

**Pledge of Allegiance** led by Bob Batz

**Members Present:** Bob Batz, Eric Bruss, Bob Dear,  
Ray Emond, Mary Simon  
Council Liaison Jim Southard, Zoning Administrator Larry O'Keefe  
Absent: Tom Jackson  
Guests: (2) Corey Christensen (ROWE Consulting), Jim Sroka

**Additions to the Agenda:** None

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

**Public Comment/Communications:** None

**Approve Minutes:**

*Motion by B. Batz "to approve the minutes of the October 25, 2022 Regular Meeting", seconded by E. Bruss; Motion passed*

*Motion by B. Dear "to accept the minutes of the Master Plan Oversight Committee meeting of November 15, 2022", seconded by B. Batz; Motion passed*

**New Business:**

1. ROWE Professional Consultant: Corey Christensen discussed with the Planning Commission the chapters on History and Administrative Structure, Economic Analysis, and Natural Features that will be a part of the updated Master Plan. In the Administrative Structure chapter Larry O'Keefe's name will be added to the appointed positions along with the Clerk and Treasurer. In the Natural Features chapter under Coastline, the last paragraph about the Michigan Department of Natural Resources overflow lot will be changed to "Lighthouse Park" owned by the Village of Port Sanilac. Corey also clarified several questions that commissioners had about these topics.
2. Zoning Ordinance Amendments: Discussion about the zoning ordinance amendments, and if Article 11 concerning the R-3 District for Micro-Units as a special land use permit should also be tied to the Planned Unit Development ordinance. The Master Plan Oversight Committee will discuss the issue at their next meeting after some research on special land use permits in the zoning ordinance.

*Motion by B. Batz "to recommend sending the proposed Zoning Ordinance Amendments to Village Council and the County Planning Commission for their consideration"; seconded by E. Bruss; motion passed*

**Approved Minutes**  
**Port Sanilac Planning Commission**  
**November 22, 2022 7:00 PM**

**Council Liaison Report:** J. Southard reported that the new village president Damien Falcon was sworn in on Sunday, November 20<sup>th</sup>, and that Ray Mach had been appointed by the Village Council to fill the open seat on the Council.

**Zoning Administrator Report:**

Permits: (1)

1. Land Use 41 N. Ridge St. (Approved)

Other Zoning Issues:

2. Fence constructed without a permit 7135 Huron St. (Pending)
3. Blight, damaged building tarp roof 365 S. Lake St. (Pending)

Zoning Administrator L. O’Keefe also mentioned that a letter of complaint had been received from a lady in the village concerning the siren at the Fire Station. She feels that the siren violates the villages noise ordinance. She has also addressed the Village Council and sent a letter to SEFA about this issue.

**Old Business:**

1. Master Plan Oversight Committee Report: Committee met on November 15<sup>th</sup>. M. Simon prepared an update on the RRC Basic Guidelines, and a separate report on the areas to be addressed by the Village Council. Several areas were discussed with most of them requiring Village Council action. The committee is willing to be assigned these tasks or to assist the Council with them. The committee will meet again on December 5 at 10:00 AM with the newly elected Village President to update him on the RRC and Master Plan progress and inform him of what still needs to be done. There was also some discussion about updating the short-term rental ordinance.
2. Updated Planning Commission By-Laws: B. Dear reviewed the updated By-Laws with the clerical errors corrected.

*Motion “to approve the clerical updates to the Planning Commission By-Laws”, by M. Simon; seconded by B. Batz; motion passed*

**Note:** After some discussion, the Planning Commission decided to cancel the December 27, 2022 meeting.

**Upcoming Meetings:**

Master Plan Oversight Committee Meeting December 5, 2022 at 10:00 AM  
Next Regular meeting Tuesday, January 24, 2023 at 7:00 P.M.

**Meeting Adjourned:** by Chair Ray Emond at 8:18 PM

Submitted by: Bob Dear  
Planning Commission Secretary