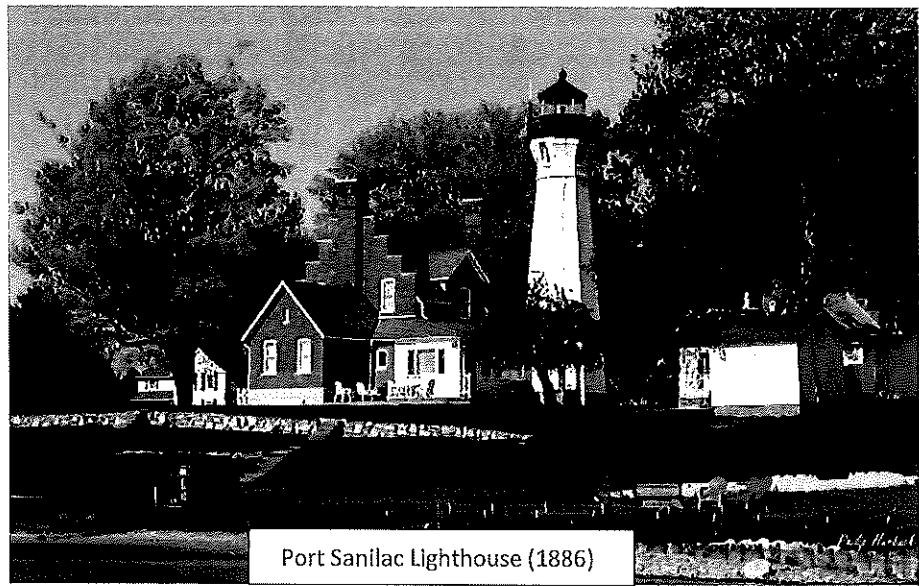


2021-2022

# Village of Port Sanilac

## Planning Commission Annual Report



Port Sanilac Lighthouse (1886)

# Planning Commission 2021-2022 Annual Report

## Introduction

This is the second annual report of the Planning Commission. The Planning Commission is comprised of seven members (currently six members) appointed by the Village Council, one liaison from the Village Council, and the Village Zoning Administrator. The Planning Commission (PC) holds regular monthly meetings on the fourth Tuesday of each month at the Bark Shanty Community Center. The Planning Commission's task is to review site plans, land use permits, planned unit developments, rezoning, and every five years the Village Master Plan. The Planning Commission also holds public hearings for special land use permits, variance requests, and zoning text amendments.

## Purpose of the Annual Report

- The Michigan Planning Enabling Act requires the Planning Commission to prepare an annual report to the Village Council:  
"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."
- Increases information-sharing between the commission, council, committees, village staff, and the community.
- Allows for planning of upcoming issues and priorities, in order to prepare and budget.

## Membership

Commission Member	Office	Comments	Term Ending
Raymond Emond	Chair		2024
Mary Simon	Vice-Chair		2025
Robert Dear	Secretary		2024
Robert Batz	Member		2023
Eric Bruss	Member		2024
Anna Frusti	Member	Did not seek reappointment	2022
Thomas Jackson	Member	Appointed in April	2025
Jim Southard	Council Liaison		
Larry O'Keefe	Zoning Administrator		

## Meetings

The Port Sanilac Village Planning Commission met for twelve regular monthly meetings. The commission also had eight workshop/committee meetings, several Zoom meetings with Christopher Germaine and others from the Michigan Economic Development Corporation, and one conference phone call with Doug Piggot of ROWE Professional Consultant Services.

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## Meetings (continued)

Date	Type of Meeting	Comments
July 27, 2021	Regular Meeting	
August 24, 2021	Regular Meeting	
September 28, 2021	Regular Meeting	
October 26, 2021	Regular Meeting	
November 23, 2021	Regular Meeting	Guests: 2 Chris Theodore, Jim Sroka
December 28, 2021	Regular Meeting	
January 25, 2022	Regular Meeting	
February 22, 2022	Regular Meeting	
March 22, 2022	Regular Meeting	Guests: 2 Doreen Stacy, Darrin Spivey
April 26, 2022	Regular Meeting	Tom Jackson new member
May 24, 2022	Regular Meeting	
June 28, 2022	Regular Meeting	Guests: 3 Jeff Smeader, Steve & Marcie Somma

## Workshops/Committees

Date	Type of Meeting	Comments
August 10, 2021	Master Plan Oversight	"red" areas of MEDC Baseline Report
September 13, 2021	Master Plan Oversight	"yellow" areas of MEDC Baseline Report
October 11, 2021	Master Plan Oversight	Review updated color coded MEDC Baseline Report
October 21, 2021	Chris Germaine	Council member Jon Davis, Jim Sroka, Larry O'Keefe
November 16, 2021	Master Plan Oversight	Narrow down items for Village Council action
January 18, 2022	Master Plan Oversight	ordinance changes needed and recommendations
April 26, 2022	Master Plan Oversight	parking, parking signs, & parking limits in CBD
May 17, 2022	Master Plan Oversight	ordinance changes for parking and side yards in CBD
June 28, 2022	Master Plan Oversight	workshop goals and phone conversation with ROWE

## Public Hearings

No public hearings were held during the year, but the Planning Commission has an ongoing list of items that have been proposed and will require a public hearing. This includes proposed amendments to definitions, zoning, and forms. Other zoning amendments are anticipated with the Master Plan review which will also require public hearings in the future.

# Planning Commission 2021-2022 Annual Report

## Zoning Ordinance Amendments Proposed by the Planning Commission

Two zoning ordinance amendments and two forms changes were proposed by the Planning Commission in 2021-2022. None of these have been presented at a public hearing, nor any action taken by the Village Council.

- Article 2, Section 2.3 Definitions

*Filling:* Filling shall mean the depositing or dumping of ground, soil, gravel, stone or fill dirt, above the average grade of the surrounding land and/or road grade, whichever is highest, except common household gardening, farming, and general ground care of a residential or agricultural character. Proposed 12/28/22

- Zoning change on the lot north of Willis' Market from Industrial to Commercial. (Lot is too small for industrial) Proposed 1/25/22
- Special Land Use Permit Application – remove the word “variance” where noted from the form, and replace with the words “Minor Non-Conforming Use” Proposed 1/25/22
- Zoning Variance Application – On the first page under “Legal Basis for Variance” remove MCL 125.585 and replace with the Michigan Zoning Enabling Act 110 of 2006, Section 125.3604. On the second page remove the section that says “The Port Sanilac Planning Commission met on (date & time) ...etc., and replace the words “Village Council” with “Zoning Board of Appeals”. Proposed 1/25/22

# Planning Commission 2021-2022 Annual Report

## Master Plan Review

1. July 6, 2021 Village Council approves Council Resolution #05-2021 to proceed with the Redevelopment Ready Communities program of the MEDC
2. August 10, 2021 Master Plan Oversight Committee address the "red" areas of the Baseline Report from MEDC and meets with Christopher Germaine and Charles Donaldson of MEDC
3. September 13, 2021 Master Plan Oversight Committee address the "yellow" areas of the Baseline Report from MEDC
4. October 11, 2021 Master Plan Oversight Committee reviews updated color coded Baseline Report from MEDC to present to the Planning Commission on October 26<sup>th</sup> and the Village Council on November 2<sup>nd</sup>
5. October 21, 2021 Jon Davis, Jim Sroka, and Larry O'Keefe meet with Christopher Germaine for a review of the Master Plan progress so far
6. November 2, 2021 Simon updates the Village Council on the status of the Master Plan progress
7. November 16, 2021 Simon and O'Keefe meet and narrow down some items for the Village Council to take action on to keep the process moving forward
8. December 7, 2021 Simon and Dear present items for the Village Council to take action on to turn the "yellow" items to "green" on the Baseline Report, and the Village Council approves implementation of the Oversight Committee recommendations of all "blue" items and "red" items 1.4 & 3.7
9. January 18, 2022 Master Plan Oversight Committee reviews ordinance changes that will be needed and makes recommendations
10. January 27, 2022 Master Plan Oversight Committee has a Zoom meeting with Christopher Germaine to touch base, and he gives recommendations on housing and parking
11. March 11, 2022 Zoom meeting with Christopher Germaine, and he indicates that Port Sanilac will be eligible to receive up to \$20,000
12. April 26, 2022 Master Plan Oversight Committee reviews parking, parking signs, and parking limits in the Central Business District
13. May 17, 2022 Master Plan Oversight Committee reviews changes needed for parking and side yards in the CBD; Julia Turnbull will be our new representative from MEDC
14. June 28, 2022 Master Plan Oversight Committee sets workshop goals for committee members, and has phone conversation with Doug Piggot of ROWE Professional Consulting Services; proposal is for \$24,500 plus options with a twelve-month timeline; grant from MEDC would be \$18,000; Jason Ball would be our contact person; committee members will present the proposal to Village Council in July

# Planning Commission 2021-2022 Annual Report

## Land Use Permits Report 2021-2022

Date		Location		Description	Status
July	2021	7145	Huron	Fence	Approved
July	2021	7240	Ontario	Fence	Approved
August	2021	396	S Lake	Fence	Approved
August	2021	77	S St Claire	Fence	Approved
August	2021	394	S Lake	Accessory Building	Approved
August	2021	396	S Lake	Garage	Approved
September	2021	144	N Ridge	Deck	Approved
September	2021	104	S Lake	Fence	Approved
September	2021	7257	Ontario	Fence	Approved
September	2021	228	S Lake	Gravel in Driveway	Approved
		235	S Ridge		
September	2021	100	Austin Dr	New Home	Approved
October	2021	None	Austin Dr	New Home	Approved
November	2021	44	Casey Dr	Accessory Building	Approved
November	2021	122	S Lake	Garage Addition	Denied
December	2021	228	S Ridge	Accessory Bldg. (Train Car at the Historical Museum)	Approved
January	2022	95	N Ridge	Tourist Home	Approved
February	2022	71	S Lake	Rooming Home	Approved
March	2022	107	S Lake	Garage	Approved
March	2022	205	S Ridge	Accessory Building	Approved
April	2022	11	S Ridge	Stairs & Deck	Approved
April	2022	89	Casey Dr	Fence	Approved
April	2022	176	N Ridge	Porch Roof	Approved
April	2022	27	N Ridge	Fence	Approved
May	2022	7310	E Main	Sign	Approved
May	2022	11	S Ridge	Sign	Approved
June	2022	214	S Lake	Accessory Building	Approved
June	2022	7250	Ontario	Fence	Approved
June	2022	89	Casey Dr	Porch	Approved

# Planning Commission 2021-2022 Annual Report

## Land Use Permits Issued

