

**Approved Minutes**  
**Port Sanilac Planning Commission**  
**May 28, 2024 7:00 PM**  
**Bark Shanty Community Center**

**Meeting Called to Order** at 7:00 PM by Chair Mary Simon

**Pledge of Allegiance** led by R. Emond

**Members Present:** Eric Bruss, Bob Dear, Ray Emond, Tom Jackson, John Rogers, Mary Simon,  
Jim Sroka, Zoning Administrator Larry O'Keefe,

**Absent:** Council Liaison Ben Hunter

**Guests:** (3) Jenny Sroka, Brian Moran, Doug Moran

**Additions to the Agenda:** None

**Approve Agenda:** *Motion by J. Sroka, seconded by R. Emond "to approve the agenda as presented;" Motion passed*

**Public Comments:** Doug Moran asked about the setbacks from the property line for a garage extension, shed, or lean-to at 43 N. St Claire St.

**Approve Minutes:**

- *Motion by J. Rogers, seconded by T. Jackson, "to approve the minutes of the April 23, 2024 Regular Meeting;" Motion passed*
- *Motion by T. Jackson, seconded by J. Rogers, "to approve the minutes of the April 23, 2024 Public Hearing," Motion passed*
- *Motion by J. Sroka, seconded by J. Rogers, "to approve the minutes of the April 24, 2024 Public Hearing with corrections," Motion passed*

**Council Liaison Report:** None

**Zoning Administrator Report:**

Land Use Permits: (6)

1. Demolition: 4 S. Lake St. (Approved)
2. Sign Permit: 135 N. Ridge St. (Approved)
3. Fence: 7201 Huron St. (Approved)
4. Outdoor Recreational Use (Putt-Putt Golf): 7310 Main St. (Approved)
5. Sign Permit: 228 S. Ridge St. (Approved)
6. Fence: 7135 Huron St. (Approved)

Other Zoning Issues: (4)

7. 7127 Huron St. – Sign without permit (Resolved)
8. 4 S. Lake St. – Blight (Resolved)
9. 7135 Huron St. – Noncompliant structure without permit (Resolved)
10. 178 S. Ridge St. – Noise complaint (Resolved)

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**Old Business:**

1. Short-Term Rentals: Reviewed the Short-term Rental Application Report as of May 28, 2024. Properties that applied for short-term rentals were as follows:

Commercial District Applications

135 N. Ridge St.  
71 S. Lake St.  
7254 Erie St. (no prior rental documentation)  
7234 Main St.  
170 S. Ridge St.

Residential (R1) District Applications

164 S. Lake St.  
191 S. Lake St.  
7082 Huron St. (R2 District)  
77 Chippewa St.  
85 Chippewa St.  
176 N. Ridge St.  
302 S. Lake St. (w/o prior rental)

*Motion by J. Sroka, seconded by T. Jackson, "to approve the Short-term Rental Application report of May 28, 2024 with the exception of 7254 Erie St. and 302 S. Lake St. "*

*Motion carried*

There was also some discussion about inspections for short-term rentals and the enforcement of them. A suggestion was to use the Village Newsletter to notify rental property owners of their responsibility to register and have inspections completed.

2. Master Plan: M. Simon stated that she had received a message from Alex Hritku making sure that he had everything for the Master Plan. She said that she asked him to send twelve hard copies of the Master Plan, and we should be getting them in a week or two.

**New Business:**

1. RRC Meeting with Katie Higgs: Katie Higgs accepted four of the changes that we had made. The parking change was fine, but needs to be on the website. She did not like the language on living quarters above commercial businesses. She will meet with the Planning Commission and Council members on June 13<sup>th</sup> at 2:30 PM. to discuss several of these issues.
2. RRC Training: Katie Higgs will bring samples of types of training from other communities to the meeting on June 13<sup>th</sup> for us to look at.
3. July 4<sup>th</sup> Fireworks: M. Simon passed out a schedule for volunteers to sign-up for collecting for the July 4<sup>th</sup> fireworks at the four corners in town.

**Upcoming Meetings:**

RRC Meeting with Katie Higgs – Thursday, June 13, 2024 at 2:30 P.M.

Next Regular meeting - Tuesday, June 25, 2024 at 7:00 P.M.

**Public Comments:** Doug Moran suggested that it might be a good idea for the Village to adopt an Emergency Action Plan (EAP) for the fireworks and other village activities, and also inspections for business to make sure they are in compliance with the fire code.

**Meeting Adjourned:** by Chair Mary Simon at 8:25 P.M.

Submitted by: Bob Dear  
Planning Commission Secretary