

Minutes
Port Sanilac Planning Commission
August 27, 2024 7:00 PM

Determine Quorum - Quorum is met.

Call to Order by Chair, Mary Simon at 7:04pm

Pledge of Allegiance Led by: John Rogers

Roll Call: X Tom Jackson, X John Rogers, X Jim Sroka, X Eric Bruss
 X Mary Simon

Council Liaison Ben Hunter X Zoning Administrator Larry O'Keefe Abs Excused

Guests: Bob Dear, Mark Janssen (209 S Lake St., Port Sanilac, see public comment)

Additions to the Agenda: #3,4,5 New business

Approve the Agenda: Motion by Jim Sroka Seconded by: John Rogers

Public Comment:

1. **Mark Janssen_209 S Lake. St_** Building a gazebo on the lake side of the house. Owner stated, this is a permanent structure. No permit for building has been issued. Met with Larry July 29, after letter from village. Survey in process. Stop Order issued by the county. To meet with county at 9am Friday, August 30th. Owner stated; Builder did not indicate a permit was needed. Also, my mistake. Commission pointed owners to zoning ordinances including required setbacks. Sanilac County is involved. The permit is pending.

2. **Annual Report - Bob Dear** - Information and open for questions - Commissioner Rogers asked if we include incomplete items, those that remain to be completed? The report is written to educate the village council on accomplishments. Annual report is very well constructed. Thank you to Bob Dear.

Approve Report: Motion to accept annual report by: Jim Sroka Seconded by: Mary Simon

Approve Minutes: (comment: Mary S. noted . . . remain on track during meetings)

July 23, 2024 Regular Meeting Minutes: Motion by John Rogers Seconded by: Jim Sroka

Council Liaison Report:

. Discussed parking at North Park. Suggestions to alleviate problem: possibly move the fence toward the lake creating additional space for parking. Suggest removing slide and playground equipment.

Sandy Lane, village has no jurisdiction so owners may want to post a sign indicating private private road. Owners on Sandy lane may ask SEFA to declare Sandy Lane a fire lane, no parking.

. Discussion regarding the fence at Lighthouse Park. Will be addressed in New Business, below.

. Discussion regarding the construction on Lake St.. Noise, dirt, exceeding safe speeds for small, residential streets and alleys. November 15th is the targeted date for Lake St construction to be completed).

Zoning Administrator Report: 439 S. Lake additional information is needed. No drawing for the new house. Measurements, setbacks? May ask the question: What is needed when someone starts a project without a permit. 71241 Ontario St. The proposed shed is on the property prior to permit being issued.

Old Business:

1. **Short Term Rentals** 11 approved, 1 document with proof of previous rental has been submitted for address 171 S. Lake. Some may be or are out of compliance with distance between rentals

and documentation, a full-detailed report, will be sent to the planning commission next month. V.C. needs to set the schedule of fines and the out of compliance fees, i.e., A,B,C,D. (see discussion notes below).

. A lengthy discussion followed regarding out of compliance properties, those that did not register or have proof of rental. Registration for grandfathering due by June 1st:

. A drawing was offered as examples of rentals possibly, or in fact, in non compliance of 250' rule violations and non-grandfathered properties on S. Lake St. Also on M-25). What do we accept as previous proof of rental. Proof of payment of previous rental is needed for a short term rental to claim grandfather status. Discussion continued on what is the village recourse for short term rentals operating without compliance, e.g., registration, proof of grandfathered provision, distance minimums being observed. What is the fee schedule for non-compliance? The village council will address this question. Question was asked, what does daily fine mean? Notices will be sent by the Business Manager. The in non-compliance will be contacted by the enforcement officer).

2. ~~Zoning Ordinance Reviews: Boat houses, RRC suggestions, short term rental language, what is the language regarding a project started without a permit. (moved to New Business)~~
3. ~~RRC info from Katie Higgs (moved to new business)~~
4. **Planning Commission appointments/vacancies** - No applications at this time. The village reader board, and website host the information regarding the search for additional commissioners.

New Business:

1. **Feedback regarding fencing for The Lighthouse Park.** The village council requested Planning Commission feedback regarding fencing Lighthouse Park. The planning commission believes that a fence is a not required.

This land was purchased under the guise of Public Use. Leave it as it is until a plan is developed. Planning Commission stance is no fencing of Lighthouse park.

2. **Annual Report** discussed in Public Comment (see above).

3. **MSHDA** - readiness grant: Village is not ready for application. Need IGX profile and other steps need to be accomplished, i.e., Federal ID number. Designee to sign contracts.

4-5 **RRC from Katie Higgs ,Work Group, Zoning Ordinance Reviews.**

Katie Higgs indicated that zoning board of appeals by laws need to be developed.

Work group is needed to amend 3 18.2 and 3 18.3 change assessor to zoning administrator. Other Zoning Ordinance Review items may include review of : Boat houses, RRC suggestions, short-term rental language. What is the language regarding a project started without a permit. May ask what is needed when someone starts a project without a permit. And other questions and other issues that need zoning attention. Eric Bruss, Jim Sroka volunteered. First meeting 9/11/24 at 10am.

6. **Parking:** Planning requested Governance to designate public parking lots with signs. Also bike racks are required. This incomplete item has been passed back to governance. (discussion ensued to design e-bike parking spaces, and possibly contact a vendor to design bike parking. Possibly 4 or 5 racks are required, this is part of the master plan and RRC).

7. **Newsletter** - Council requested suggestions, send in by 6th of September. Possibly Update on rentals? Include village events coming up this fall.

(Discussion: letter asked if overnight parking is allowed on village streets. Local ordinances and posted signs, e.g. no parking between 3 and 6 am on village streets are to be followed).

Upcoming Scheduled Meetings:

1. Regular Planning Commission meeting September 24, 2024 at 7pm
2. Workshop on zoning Sept 11, 10am

Public Comment: No additional comment

Meeting Adjourned: Chair, Mary Simon at 8:48pm. Submitted by: Mary Simon, Planning Commission Chair