**Approved Minutes January 28, 2025 7:00 p.m.**

**Port Sanilac Planning Commission**

**Bark Shanty Community Center - Port Sanilac, MI 48469**

**Determine Quorum -** quorum met

**Call to Order:** M Simon\_at \_7:08 PM

**Pledge of Allegiance:** Ben Hunter

**Roll Call: \_**X**\_**Eric Bruss,\_X\_Tom Jackson,\_X\_ John Rogers,\_X\_ Mary Simon,\_X\_ Jim

Sroka, Council Liaison Ben Hunter,\_X\_ Zoning Administrator Larry O’Keefe,\_X\_ **Guests:**\_Art Schlichting, Julie Fagan

**Additions to the Agenda:**\_None expressed\_

**Approve the Agenda:** Motion by John R 2nd by:\_Mary S. Motion Carried *January 2025 #1*

**Public Comment:**\_None Expressed\_

**Approve Minutes of previous meetings:**

. December 16, 2024 Regular Meeting Minutes: Motion by\_John R\_2nd by:\_Tom J\_ Motion Carried *January 2025 #2*.

Minutes 1/13/25 special meeting: Motion \_Mary S.\_ 2nd Jim S. Motion carried *January 2025 #3*

. Minutes accepted for the 1/20/25 meeting with Kyle O’Mara

**Council Liaison Report:** Ben Hunter:

. The village council is interested to receive a recommendation from the planning commission regarding the grandfather period for the village’s short term rentals.

. A fence will not be constructed around the Lighthouse Park

. An offer to fill the Parks and Recreation position as been extended.

**Zoning Administrator Report:**. Larry O’Keefe:

**Old Business:**

1. Short Term Rentals

**a.** Ordinance review - After reviewing with the planning commission the two suggested approaches proposed by Mr. O’Mara, village attorney, [these are clarified in the minutes accepted from the special meeting 1/20/25] the full planning commission adopted the following motion:

A motion was made to let the ordinance regarding the grandfather period stand as it was written and communicated and not be extended. Motion: John Rogers, 2nd Jim Sroka. Motion carried (4-1) *January 2025 #4*

*(Regarding the properties affected in this decision: a discussion ensued that the village council may want to determine the legality of establishing a date allowing impacted property owners to complete rentals that were “on-the-books”). This discussion may be taken by the council liaison to the village council for consideration.*

**b**. Special Land use Permit for STR at 396 S Lake:

After discussion and community input. Motion to approve: Eric\_2nd John R.

Motion Carried with no conditions *January ’25 #5*

Special Land Use Permit Discussion : 8 S. Lake St. - Construct a building for boat storage using the same parcel that is currently open and used for this purpose.

Item referred to petitioner:

A special Land Use application is needed and should include:

A parking plan and access plan to the boat storage building as concern exists for fire access and customer access.

STR app. 104 S. Lake Street - guidelines met, needs to request special land use.

1. Discussion included a verbal notification the Mi Casa, Julie Fagan, needs to submit a new parking plan for the property Lighthouse Cove to accommodate attendees for weddings and larger scale events.

Ms. Fagan also responded to a question regarding the number of overnight occupants is displaying a different number on the STR agreement and the electronic listing. Ms. Fagan indicated this will be adjusted.

1. Application fee refund - This item was discussed and it was determined that the intent of refunding application fees was for. submissions for short term rentals received during the grandfather period, and limited to those that were denied.

2. RRC

1. Grants - Mary spoke with Katie Higgs. Mary is putting together a doc for Katie’s review for 11,500 grant. Once reviewed Mary will bring the summary to the planning commission.

Also the MSHDA grant was discussed but is on hold for the profile, etc.

1. Council Action - training plan was adopted however how it is implemented may need to be included. How would the grant money be used needs to be defined.

**New Business:**

1. Village map - acetate has been purchased for village zoning maps. Mr Sroka has agreed to work with Mr. Bickel to complete an initial task of color coding the map with zoning markings. The acetate maps will allow easy updating as items.

**Upcoming Scheduled Meetings:**

1. Regular Planning Commission meeting: February 25, 2025, 7PM
2. There will be several Special land use meetings prior to the regular meeting on this date.

**Public Comment:**\_None\_expressed\_

Meeting Adjourned: by Chair \_M. Simon\_ at 8:08 pm\_

Submitted by:Tom Jackson, secretary