

Approved Minutes
Port Sanilac Planning Commission
September 24, 2024 7:00 p.m.
Bark Shanty Community Center
Port Sanilac, MI 48469

Determine Quorum - Yes

Call to Order by Chair Mary Simon at 7:00p.m.

Pledge of Allegiance Larry O’Keefe

Roll Call: __X__ Tom Jackson, __X__ John Rogers, __X__ Jim Sroka, __X__ Eric Bruss
__X__ Mary Simon
Council Liaison Ben Hunter_ Zoning Administrator Larry O’Keefe_
Guests: __James and Stacy Cerget_

Additions to the Agenda: James and Stacy Cerget (see minutes #1 Old business)

Approve the Agenda: Motion by John Rogers Seconded by: Mary Simon

Public Comment: None

Approve Minutes:

August 27, 2024 Regular Meeting Minutes: Motion by Jim Sroka Seconded by: Tom Jackson

Council Liaison Report: . 5 question Lighthouse Park Survey has been mailed.

- . Regarding North Park Village council discussions has been started. No specific discussion on removal of playground equipment, moving the fence.
- . Lake Street construction, no change, targeted completion November 15th.
- . Violations of short term rental ordinances. Fee schedule class D \$250 daily, progressively higher each day.
- . Scott Bickel enforcement officer will begin process. He may begin with recommendations on parking ordinances.Noise ordinate is still pending.

Zoning Administrator Report: No further building has been done at 209 S. Lake St. Port Sanilac business manager Larry O’Keefe received a carbon copy of the counties notice of violation. Discussion continued with members of the planning commission regarding a Notice to Take Down the structure will likely come from the Village of Port Sanilac. While the next step seems to be stalled, the the Stop Work was issued from the county. Therefore Mr. O’Keefe will contact the county to inform them that no building permit will be issued. Therefore the building will need to be taken down as it is out of compliance with the local zoning ordinance.

1. Zoning Reports for August and September 2024 were reviewed.
87 N. Lake Street - building setback issue (See Old Business #1)
209 S. Lake St - Noncompliant structure; County Bldg Dept has a stop order on construction. Bldg Dept will be notified a permit will not be issued as the structure is not in compliance with Zoning ordinances.
7124 Ontario St - shed without a permit; pending

Old Business:

1. *James and Stacy Cerget 87 N Lake St., Port Sanilac*

1. James and Jenny Cerget, 87 N. Lake St, presented drawings of a roof they are proposing over a deck. This design would be a permanent structure and does not meet the required set backs in our ordinance. A retractable roof would not be considered permanent and might be an option for them to consider. We cannot approve a permit for this design. They inquired about appealing our decision and were given information if they wanted to seek a variance, which would be heard by the ZBA . They will meet with Larry O'Keefe tomorrow to proceed.

2. Short Term Rentals

7170 Main St - to be returned to property owner; designated agent information missing.

171 S. Lake St - approved

The following STR applications were received after the date to be "grandfathered" and are rejected. Each property listed is within 250 feet of an already approved STR. Refunds will be issued to the property owners.

180 N. Ridge - received application July 31, 2024

161 S. Lake St - received application August 7, 2024

181 S. Lake St - received application July 8, 2024

The following **new** STR applications are rejected as each are within 250 feet of an approved STR. Refunds will be issued to the property owners:

7231 Erie

155 S. Lake St.

The following new STR applications meet the distance requirements and now require a Special Lane Use hearing. Owners will be notified to contact the Village Office to arrange a date and time for the hearing:

302 S. Lake St

221 S. Lake St (currently operating but application received after "grandfather" period

505 S. Lake St (owners & designated agent notified no documentation was received to be "grandfathered" and therefore are considered a new STR.)

The following home is under construction and cannot apply for a STR permit until the County Bldg Dept issues an occupancy permit.

437 S. Lake St.

Several known STR properties have not yet filed an Application. Property owners will be notified they are out of compliance and given 30 days to come into compliance or face Civil Infractions as per Village Ordinance.

Planning Commission Chair, Ms. Simon has requested commission members input on developing the necessary letters on short term rentals. an example is shown below. Please respond to Mary Simon's letters as soon as possible

A concern was raised for parking for the proposed wedding venue at 71 S. Lake.

3. Zoning Ordinance Review: Workgroup minutes of 9/17/24 discussion and approval. *Pending* for further discussion.
4. RRC info from Katie Higgs
Nothing further from Katie Higgs. A template for engaging the community has not been received.
5. Planning Commission: Election of Vice-Chairperson
Nomination: Mary Simon 2nd by Jim Sroka The newly elected Vice Chair is Commissioner John Rogers

New Business:

1. Introduction of Scott Bickel, Code Enforcement Officer. Mr. Bickel was Unable to attend
2. MSHDA (Michigan State Housing Development Authority) Housing Readiness Grant *Pending*

Application for \$12,000 for RRC discussion was mentioned as a possible item for the village councils consideration

*Conversation on possible future land use of 40 acres
A development of smaller 10 acre parcels featuring 1. Higher end, 2. moderate homes, 3. mini-homes, 4. RV resort (which would require re-zoning). The development would work with the state of Michigan regarding sewers, streets. Similar to a planned unit development.*

Upcoming Scheduled Meetings:

1. Regular Planning Commission meeting October 22, 2024

Public Comment: None

Meeting Adjourned: by Chair Mary Simon at 8:45

Submitted by: Tom Jackson, secretary