TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

Torch Lake Township

Community Services Building

Planning Commission Meeting

Approved Minutes

February 14, 2023

**Present:**  L. Carleton, B. Budros, A Graves, D. Walker

**Absent:** J. Merchant, K. Woodward, B. Dvorak

**Others:**   Sara Kopriva (TLT Planner / Zoning Administrator

R. Cook (TLT Supervisor)

**Audience:** 2

**Recording Secretary:** J. Petersen

**1.**  **Call to Order Regular Meeting**

Meeting called to order at 7:00pm by Graves

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited

**3. Consideration of Agenda**

Motion by Budros to accept agenda as presented; second Carleton:. Vote: 4/0 motion carried

**4. Conflict of Interest**

Graves asked if there were any conflicts of interest and there were none.

**5. Approval of Meeting Minutes from January 23, 2023**

Motion by Walker to approve minutes as presented. Motion seconded by Budros Vote: 4/0 motion carried

**6. Public Comment on agenda items**

None

**7. On-Going Reports**

1. **Zoning Administrator’s Report - presented to Planning Commission -** report included in pkt
2. **PC Representative to ZBA Report -**Absent
3. **TLT Board Representative on PC Report -** Absent

**8. Correspondence**

A memo from Steve Langworthy was distributed to the PC members regarding the zoning ordinance revision. Graves outlined the content of the memo, explaining why he (Langworthy) recommends revising the ordinance with Kopriva, suggestions on how to begin, and the method and process for completion. The PC members and consultant Kopriva discussed the memo

**9. New Business**

None

**10. Unfinished Business**

1. **Annual Report**

Kopriva presented, reviewed and asked PC Members for input to the 2022 Annual Report for budget and tasks PC handled in 2022. The commissioners discussed waiting to take action until more members will be available to offer input and vote to present to board.

1. **Zoning Ordinance Amendment - Signs**

The commissioners discussed the draft sign ordinance and changes from last meeting as prepared by Kopriva in Draft version 2; Feb 8, 2023. The Planning Commission also reviewed and discussed pictures of signs in the township as they pertain to size, lighting, and number of signs per parcel allowed. Kopriva will incorporate comments into Draft version 3 for next meeting. Motion by Budros to schedule a public hearing regarding the amendment to the Sign Ordinance on March 14, 2023 at 7pm. Motion was seconded by Walker. Graves called for further discussion and vote 4/0 motion carried. Kopriva will schedule public hearing on 3.14.23 for the sign ordinance, as well she will try and coordinate a special meeting before March 14, 2023 for a review with more PC members if possible.

**11. Concerns of Commission**

1. **Chair -**  Graves is looking forward to completing the sign ordinance revision
2. **Members -** Carleton feels the sign ordinance looks good and the PC is in good shape t0 move forward
3. **Consultant -** Kopriva thanked the PC for their work on the ordinance draft.

**12. Public Comment**

None

**13. Adjournment**

Motion by Budros to adjourn, seconded by Walker Vote: 4/0 motion carried and meeting adjourned at 8:00pm