TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

Torch Lake Township

Planning Commission Meeting

Community Service Building

APPROVED Minutes AS PREPARED 7-0

July 9, 2019

**Present:**  Shoemaker, Petersen, Jorgensen, Kulka, Carleton, Stridiron

**Absent:**  Goossen

**Others:**    Graber

**Audience:**  0

**Recording Secretary:** J. Petersen

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

Meeting called to order at 7:02 pm by Kulka

**2. Public Commentary**

Kulka asked for any public commentary and there was none

**3. Consideration of Agenda**

Motion to approve agenda made by Petersen; Seconded by Stridiron - Kulka called for discussion and vote; 6/0 motion carried.

**4. Approval of Minutes**

Motion by Petersen to approve draft meeting minutes from June; seconded by Carleton. Kulka called for comments and vote; 6/0 motion carried

**5. On-going Reports**

**5A Zoning Administrator’s Report**

Graber distributed an updated *Checklist for June 2019* and TLT 2019 Land Use Permits spreadsheet through Permit #2019-32, Land Division App # IDA2019-3 and ZBA Appeals 32019-2. Violations, complaints, on-going permit status, and current zoning applications were summarized. Templin case has been settled. Templin was given 2 years to remove the wall. After 10-31-23 anything remaining can be removed by the Township and billed to Templin. Petersen also stated if the structure in its entirety falls within the setbacks, a permit will be granted. Graber also summarized launch and day park activities over the past two weeks and is looking to hire help during the month of August to patrol, enforce and collect launch fees at the park. $12/hr. to man the station. Graber also stated a Day Park committee will be assembled and see A. Martel if interested.

**5B PC Representative on ZBA Report**

Shoemaker summarized the last ZBA meeting and variance request granted.

**5C TLT Board Representative on PC Report**

Petersen reported the board has been working on forming an advisory committee to assume the task of structuring a program to make sure all township committee members are compliant and know the expectations and legalities of a FOIA request. The committee will be reviewing and setting policies to address educating the township boards about FOIA requests, sexual harassment and hostile work environment policies and attendance requirements of PC, ZBA and board members. The goal will be to train and certify annually all PC, board and ZBA members. Kulka stated there should be a per diem due to added burden for such training sessions. Petersen stated there will be an area in the lobby now called the Public Information Center which will have current meeting minutes and other information for the public to access.

**6.    Correspondence, Meetings, Training, Announcements, etc.:**

Graber is one day into the two-day MTA planning conference on July 9-10 in Bellaire - Graber brought back two books regarding planning and zoning. Graber stated the Master Plan should be “dog eared” and heavily used in all PC decisions, discussions and planning. Reviewing the Master Plan annually would also be recommended to keep up on changes and in making the process of renewal every 5 years much easier.

**7. New Business**

**7A. NONE**

**8. Unfinished Business**

 **8A. NONE**

**9. Concerns of the Planning Commission**

**9A Concerns of the PC Chair -** Kulka reported there will be a special 2 hour meeting to be held this fall before a regular meeting as training / education for ZBA, board and local Realtors as well as the public to present our zoning ordinance (Graber will do presentation) The presentation will be a teaching atmosphere of the zoning ordinance as the basis of the model to be taught. Kulka also reported a special meeting will be held this fall prior to a regular meeting to invite the public, ZBA members and board to review the Master Plan in regards to its reflection of people and community changes. Graber stated when reviewing the master plan in 3 years, PC, ZBA and board members should be encouraged to invite 5 township residents each via mail with personal follow up phone calls to get a good variety of audience and good input.

**9B. Concerns of PC Members**

Stridiron asked how the 31 Scoops outdoor event went on June 28/29. Members reported no violations, no concerns - event seemed successful. Graber asked the commissioners to add to next month’s agenda a discussion regarding commercial outdoor events. (different from Village Business outdoor events.) Kulka polled the commissioners and all agreed to add to next month’s agenda.

**10. Public Commentary**

Kulka called for public comments and none were given

**11.**  **Adjournment - 7:58pm**

With nothing further, a motion was made by Petersen to adjourn, the motion was seconded by Shoemaker; Kulka called for further discussion and vote passing 6/0.