**TORCH LAKE TOWNSHIP**

**DRAFT PLANNING COMMISSION MEETING MINUTES**

**MARCH 8, 2022**

**COMMUNITY SERVICES BUILDING**

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

**Absent:** J. Merchant

**Others:** S. Kopriva

**Recording Secretary:** Veronica Beitner

**Audience:** 2

**1. Call to order at** 7:00 pm by Chair A. Graves

**2. Pledge of Allegiance** by all

**3. Consideration of Agenda –** Review by Chair A. Graves with overall intent. (M/S) B. Hawkins/B. Dvorak motion to approve the agenda as presented. Passed 6-0.

**4. Conflict of Interest -** None

**5. Approval of Meeting Minutes from January 11, 2022 –** (M/S) B. Hawkins/L. Carleton motion to approve the minutes as presented. Passed 6-0

**6. Public Comment on Agenda Items** -

**7. On-Going Reports**

**A. Zoning Administrator’s Report** – No report this evening. Will be placed in next month’s meeting. Extends invitation to reach out if there were any questions regarding the training of March 3, 2022. B. Hawkins, D. Walker and A. Graves offered appreciation for recent training opportunity.

**B. PC Representative to ZBA Report** – Short meeting last month mainly to get prior month’s minutes approved. No Action items carried forward.

**C. TLT Board Representative on PC Report** – S. Kopriva mentioned next week’s Annual Meeting and Budget Meeting on Tuesday, March 15, 2022.

**8. Correspondence** – Antrim County sent notice of intent to plan on their Master Plan. Discussion of County review process.

**9. Unfinished Business**

**A. Section 2.16 High Water Mark Amendment** – Review of origin of topic. A. Graves outline’s objective for this evening and opened up discussion for questions or comments from Commissioners. B. Hawkins opened discussion with recent findings from 2018 and agrees this is an important topic and offered recent example of a homeowner’s issue regarding lake water fluctuation. D. Walker referenced Planning Commission meeting from 12.10.19 where statement was made that the committee has no authority to establish elevation as well as information from EGLE. General agreement that this is an important topic to be addressed in review of Master Plan. S. Kopriva reviewed legal authority of establishing elevation and Planning Commission ability to establish water’s edge in regard to setbacks. This definition would apply only to TLT. B. Dvorak reviewed his research highlighting the term of “mean watermark.” Spoke to establishing an “average” with overall agreement to establishing a definition. This would allow for fluctuation of water levels. Discussion ensued with continued comments regarding difference of terms found in research. S. Kopriva offered commonly used process of determining water mark elevation. Question regarding origin of proposed number that appears in previous PC meeting minutes by B. Stridiron. Charlevoix Lake was used as an example. Antrim County website does mention “summertime water levels” due to presence of a dam. A. Graves summarized the following comments from discussion: PC does have authority to establish a definition. Research from B. Stridiron would be beneficial for review as would availability to answer questions. Input from a Consultant or Specialist from EGLE or likened authority would offer more knowledge as well. S. Kopriva asked to gather information for April or May with thoughts that discussion occur when more residents available to offer input.

**B. Strategic Priorities for 2022 – Master Plan Review** – A. Graves reviewed need for discussion and referenced handout provided by S. Kopriva with questions to consider. Commissioners asked to come tonight with overall thoughts regarding current Master Plan.

L. Carleton – Sees more businesses looking at Master Plan which doesn’t offer much assistance as it stands. Inquiry regarding any Master Plans that would be beneficial for Committee to review. As this process continues, it would be necessary to have a clear idea of zoning areas.

B. Dvorak – Sees more sophisticated applications being used and how a Master Plan should be able to support and guide today’s applicants.

B. Hawkins – Surveys, statistics and demographics are changing and is wondering if there would be an opportunity to be redone. He also spoke to the usage listed being largely out of area in regards to our parks. Updated information which included changing demographics would make this a more relevant starting point. Supported by L. Carleton.

D. Walker – Master Plan appears to be very broad and not inline with Best Practice. Collaboration with other entities and communities would be beneficial. Recommends being more intentional in plan and goals. An important question is to determine what is our brand?

A. Graves – Spoke to need to engage community for data and development. Information would be utilized and more specific to report back to our community. An opportunity to be creative and look closely at 5-year goals. Community engagement is key to process. Requests examples not only of Plans but also background information.

B. Dvorak – Finds our Master Plan broad and would like to see other examples. He works with plans specific to cities and would like to see grant funds obtained and utilized to garner input from public. Surveys good but add engagement with visuals as well. This would allow a greater reflection of our current community.

S. Kopriva – suggests that the Annual Report reflect intent/desire to work on the Master Plan to establish a budget. She will begin looking at discussion items tonight and report back. General feedback tonight is to do a larger review of the Master Plan.

**10. New Business**

**A. Annual Report** – S. Kopriva provided need and requirements. The end of report should include goals. Brief discussion regarding last time an annual report was completed. Example will be provided by S. Kopriva for next month’s agenda. Discussion ensued. B. Dvorak offered to begin draft and will forward to S. Kopriva.

**B. Zoning Amendment Approval Criteria** - A. Graves provided framework of what this discussion will entail. Discussion moved to next month’s agenda.

**11. Concerns of Commission**

**A. Chair** – A. Graves does not have any concerns but encourages everyone to continue momentum.

**B. Members** – B. Hawkins agrees with need to continue the positive energy. Has a question regarding approved bike path project that has been mentioned? Is it completed and what was done? Enlarged shoulder area completed. D. Walker spoke to Community meeting tomorrow (3.9.22) regarding bike trails. Eastport neighborhood group with some Central Lake residents joining. A. Graves asked D. Walker to speak to meeting at next month’s meeting. B. Dvorak spoke to recent conversations regarding Memorial Weekend Airpark activity community comments. Spoke to trying to apply Ordinances to this year’s event. S. Kopriva reviewed firework ordinance and no current noise ordinance. Commissioners encouraged to speak with Supervisor Cook. To date, there has been no request for Torchport Airpark Memorial Weekend activity. B. Hawkins requested clarification from S. Kopriva regarding Village Residential lots. L. Carleton asked for clarification regarding individual research.

**C. Consultant** - None

**12. Public Comment** – J. Kulka, San Marino Trail spoke to concerns regarding Agenda item #9B regarding Master Plan review. Encouraged to hear tonight’s discussion. B. Spencer, N West Torch Lake Dr spoke to question regarding origin of Kewadin, offered comments regarding Master Plan and ARC Funds Township received and upcoming Budget Meeting. Point of Information provided EGLE’s role for inland lakes and the Army Corps of Engineers and the Great Lakes. Thanks Commissioner’s, for their comments and work.

**13. Adjournment** – (M/S) B. Hawkins/B. Dvorak motion to adjourn the meeting at 8:42 pm. No Discussion. Passed 6-0.

Minutes Respectfully Submitted by Veronica Beitner and subject to approval at the next scheduled meeting.