TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

APPROVED Zoning Board of Appeals Special Meeting Minutes

July 14, 2016

Community Service Building

Torch Lake Township

Present: Keelan, Barr, Houghton, Spencer

Absent: Bretz, Jakubiak, Sumerix

Recording

 Secretary: Olsen

Audience: Martel

1. Meeting was called to order at 7:07 p.m.

2. **Roll Call**

Keelan, Houghton, Barr, Spencer were present.

 3. **Statement of Purpose of the Special Meeting:**

Houghton read into the record, the purpose of the meeting:

*For the purpose of studying and discussing criteria to be used in determining whether an Appeal is a new appeal or merely a rehearing of an Appeal that has already been heard. Also there will be discussion regarding the updating of the Rules of Procedure and Appeal Forms.*

 Also added two (2) items to agenda: Approval of June 2 and June 8 meeting minutes.

 4. **Approval of June 2, 2016 ZBA Special Meeting Minutes:**

Motion to approve June 2, ZBA Special Meeting Minutes by Spencer, seconded by Houghton, passed 4-0.

 5. **Approval of June 8, 2016 ZBA Meeting Minutes:**

Motion to approve June 8 ZBA Meeting minutes, as amended, by Barr, seconded by Spencer, passed 4-0.

 6. **Discussion of “Appeal Criteria” for Possible Inclusion in Rules of Procedure:**

ZBA referenced memo from Martel, dated June 15, 2015 , regarding “substantial changes” in rehearing a previous appeal. Changes suggested by the ZBA:

1. Is there a change in size or setback and has the location changed?
2. Is it more conforming to the zoning ordinance?
3. Is re-submitted variance proposal more aligned with the use, enjoyment, location and size of subject property?
4. Does the new appeal show a substantial attempt on the part of the appellant to meet the four criteria used by the ZBA when considering an appeal?
5. Are the changes in resubmitted variance proposal permanent and not easily returned to original state?

Houghton will incorporate suggestions into appeal criteria and draft new form.

 7. **Discussion of Amendments/Changes in the “Packet” of Appeal Forms:**

Spencer reviewed current appeal form and made corrections. Changes discussed by, and agreed to, by ZBA. Spencer will provide clean copy for future use.

1. **Discussion of ZBA Rules of Procedure:**

ZBA reviewed changes to rules of Procedure as proposed by Houghton and Spencer. A draft, with changes included, will be part of August ZBA meeting.

 9. **Discussion of Site Plan Drawing Section of Appeal Packet:**

Spencer reviewed minor changes to Site Plan Drawing language. Martel will revise Sample – Site Plan Drawing with scale size changed and other corrections.

10. With no further business, motion to adjourn meeting at 9:10 p.m. made by Barr, seconded by Houghton, all approved.