TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

Community Service Building

Zoning Board Meeting

Draft Minutes

November 14, 2018

**Present:** Chairman: Dave Barr Members: Greg Sumerix, Jim Meinke, Cole Shoemaker, Bob Cook

**Absent:** Mark Jakubiak, Jim Gainey

**Others:** Deb Graber - Zoning Administrator; Alan Martel - Township Supervisor

**Recording Secretary:** Jacqueline Petersen

1. **Call to Order Regular Meeting / Record Members Present:**

 Meeting called to order at 7:00 pm by Dave Barr

 Roll call: Members present stated their name

 Barr introduced new member Jim Meinke

**2. Approval of Agenda;**

Changes proposed by Barr; move item #13 to Item #4A

 Motion by Shoemaker to approve the agenda with the change

 Motion seconded by Summerix; passed 5/0

**4. Approval of June 13, 2018 ZBA DRAFT Meeting Minutes**

Motion by Cook to approve

 Motion seconded by Shoemaker; passed 5/0

**4.a Supervisor’s report**

Martel thanked new members of the ZBA and spoke “Deliberations take place only this room, with the public invited. Outside this room, gather information, give no opinions. Visit sites and give input during the hearing. Do not be involved in discussion at the site and give no opinions. Be careful what you say. You can call Deb to discuss facts for clarification; lot lines, etc. Get the specifics verified with Deb, don’t always trust the information provided by the landowner. Good luck and Thank you.”

 **Conflict of interest**

Barr asked if any conflict of interest and or recusal issues existed and there were none

**5. Review of Updates to ZBA Ordinance**

Proposed changes were reviewed and discussed

**6. Review of Updates to Guidelines- Appeal Application**

Proposed changes made in revision 10/10/18 were reviewed and discussed

**7. Review of Updates to Notice of Appeal Form**

Proposed changes were reviewed and discussed

**8. Review of Updates to ZBA Rules of Procedure**

Proposed changes were reviewed and discussed

**9. Establish scheduled dates for regular ZBA Meetings for 2019**

Proposed 2019 meeting dates were presented and discussed

**10. Election of Officers for 2019**

**Chairperson-** Motion by Shoemaker to nominate Dave Barr for Chairperson; seconded by Meinke; passed 5/0

**Vice Chairperson-** Motion by Barr to nominate Sumerix for Vice-Chairperson; seconded by Cook; passed 5/0

**Secretary--** Motion by Barr to nominate Cook for Secretary; seconded by Shoemaker; passed 5/0

**11. Report on Matters of Interest to the ZBA from the PC**

Shoemaker presented updates on fencing, agritourism and carriage houses

**12. Report from Zoning Administrator**

Graber distributed an updated *land use permits 2018*  list and discussed new permits and applications and projects through permit numbers ZP 2018 - 43 and ID 2018-5.

Graber distributed *Checklist for*  *November* 2018 and discussed the status of current violations and complaints.

**13. See 4A**

**14. Miscellaneous Administrative Matters**

**15. Summary of Action Items to be taken on or before the next ZBA Meeting**

Continue to review and discuss proposed changes in items 5-8

 Next meeting January 9, 2019

**16. Comments / Concerns of the public**

Barr called for, and none were offered

**17. Adjournment**

With nothing further, a motion was made by Cook to adjourn, the motion was seconded by Sumerix; passed 5/0. Barr adjourned meeting at 9:45pm