

Torch Lake Township Planning Commission (PC)

Regular Meeting Agenda

Monday, April 20, 2026

March Meeting Cancelled due to Weather

7:00 PM

Community Services Building, Torch Lake Township, Michigan

Please turn off cell phones.

Public Hearing/Public Comment Rules:

Fill out comment card at the back of the room if you wish to speak. Turn into the secretary.

Each member of the public will be given 3 minutes to address the Planning Commission.

Comments should be directed at the Chair.

Please no clapping or cheering.

1. Call to Order
2. Pledge of Allegiance
3. Consideration of Agenda
4. Conflict of Interest
5. Approval of Meeting Minutes from February 11, 2026
6. Public Comment on Agenda Items
7. Correspondence
8. Unfinished Business
9. New Business
 - a. **Continued:** SPR 2026-01 Charles Loughrey at 3910 US 31 S, 313-004-00 & 313-004-10 for a restaurant, hotel, and live/work units
 - b. Master Plan Review
 - i. Future Land Use Map
 - ii. Implementation

10. On-Going Reports

1. Zoning Administrator's Report
2. PC Representative to ZBA Report
3. TLT Board Representative on PC Report

11. Public Comment

12. Concerns of Commission

- A. Chair
- B. Members
- C. Consultant

13. Adjournment

Torch Lake Township Planning Commission (PC)

Regular Meeting Agenda

Wednesday, February 11, 2026

7:00 PM

Community Services Building, Torch Lake Township, Michigan

DRAFT MINUTES

Present: Clarke, Walker, Carleton, Petersen

Absent: Graves

Others: S. Kopriva

Audience: 8

Recording Secretary: M. Merchant

1. Call to Order-7:00 PM
2. Pledge of Allegiance-recited
3. Consideration of Agenda-approved by consent
4. Conflict of Interest-none
5. Approval of Meeting Minutes from November 17, 2025-Approved as is.
Petersen/Carleton 4-0
6. Public Comment:
 - Dick Lorenz has some questions about the current Master Plan.
 - Kristen Graves encourages members to listen and learn.
7. Correspondence-none
8. Unfinished Business-continuation of work on the Master Plan
9. New Business
 - a. **Introduction:** SPR 2026-01 Charles Loughrey at 3910 US 31 S, 313-004-00 & 313-004-10 for a restaurant, hotel, and live/work units: Loughrey gives presentation outlining his vision for the future of his property. Existing building to host a restaurant and 3 rentals which he would like to see open by June 1, 2026. Additional “live/work” units would possibly host artists. Loughrey hopes to create a destination for people to come to enjoy food and art. PC would like to see a more concrete vision of what those units would look like with a construction plan. Additional details that are needed for the application are discussed.

- b. Master Plan Review
 - i. Chapters to date-Action Plan and Future Land Use. Sara encourages PC to come up with a list of 4-7 tasks to focus on for the next 5 years. Sara is working on the map. She'll bring a list of objectives and tasks to next meeting to help decide what best to focus on. Carleton mentions possibility of a community involvement goal. Walker talks about defining what the "hamlet" should look like.
 - ii. Implementation-Sara recounts what steps are necessary to get the Master Plan to final adoption.

10. On-Going Reports

- 1. Zoning Administrator's Report-4 of 6 requested permits insured YTD.
- 2. PC Representative to ZBA Report-In 2 weeks, there is a meeting to approve building over a wetland.
- 3. TLT Board Representative on PC Report-none

11. Public Comment-none

12. Concerns of Commission

- A. Chair-Clarke wants to see something happen with the Loughrey property but needs to see more information first.
- B. Members-none
- C. Consultant-none

13. Adjournment-Petersen/Carleton to adjourn at 8:22 PM. Passes4-0

Date: 02.07.2026 (03.12.2026 Updated)
From: Sara Kopriva, AICP, Planner
To: Torch Lake Township Planning Commission

Application No.: SPR 2026-01

Project: Loughrey Restaurant, Hotel, Live/Work
Request: Proposed restaurant, hotel, live/work units
Applicant: Charles Loughrey
5271 Park Ridge Ct | West Bloomfield, MI | 48325
Owner: Charles Loughrey
5271 Park Ridge Ct | West Bloomfield, MI | 48325

I. OVERVIEW

General Description

The applicant has submitted a site plan review application for a multi-use property that will include a restaurant, hotel, and dwellings above commercial (live/work) units. This property currently contains a commercial building that has not been used commercially for many years. The applicant is proposing to use the existing building as a restaurant and hotel and add new live/work units.

Subject Property Location

Aerial Image



(Source: Antrim County)

Subject Property Location

Address

3910 US 31

Parcel Number

05-14-313-004-00

05-14-313-004-10

Legal Description

COM AT N 1/4 COR, TH S 89 DEG E 741.19 FT TO NELY LINE OF HWY US 31, TH ALG SD HWY S 24 DEG E 155.72 FT TO POB, TH N 88 DEG E 252.89 FT, TH S 01 DEG E 16.92 FT TH N 88 DEG E 30.70 FT, TH S 09 DEG E 246.21 FT, TH S 89 DEG W 210.33 FT TO ELY LINE OF US 31, TH N 23 DEG W 38.44 FT, TH N 24 DEG W 241.88 FT ALG SD HWY TO THE POB, BEING PART OF GOV LOT 1 SEC 13 T31N R9W

Existing Conditions of Subject Property	
Zoning	Area
Commercial	1.9 ac
Existing Uses	
Vacant Commercial Building-Former Restaurant	
Site Conditions	
Fairly level, Torch Lake	

Adjacent Zoning & Land Uses		
Location	Zoning	Land Use / Owner
North	R-1	Residential-Ronald Brunink
South	R-1	Residential- Keri Mann Trust
East	R-2	Vacant- Charles Loughrey Trust
West	R-1/Torch Lake	Residential- Multiple

Relationship to Master Plan
Future Land Use Category – Residential
Future land use at residential with acknowledgement that it is a commercial use on commercial zoned property. Pg 72 of Torch Lake Master Plan

II. SUBMITTED APPLICATION MATERIALS

The tables below present the items submitted with the application for the proposed project. These items have been reviewed in accordance with the processes set forth in the Zoning Ordinance.

Drawings- Submitted		
Sheet	Title	Date (last revised)
SP1-A	Site Survey Site Plan	12-10-2025 (02-17-2026)
	Elevation Sketch	

Agency Reviews		
Agency	Status	Permit No. (date)
Health Department	Not Received	
MDOT	Not Received	
Soil Erosion	Not Received	
Fire Department	Not Received	

Additional Documentation	
Submitted With Application Packet	
-	Application

III. ZONING ORDINANCE REVIEW

Listed below are the applicable sections of the Zoning Ordinance that pertain to the proposed project. Items that do not satisfy the standards required by the Zoning Ordinance have been indicated with **bold, red text**.

Zoning District	
3.7	C: COMMERCIAL
3.7.1	Intent & Purpose
	This district is intended to provide areas dedicated primarily to retail business, professional, and service establishments that supply commodities and perform services to meet the daily needs of the community. The district is also intended to provide locations for businesses that depend upon, or in some way are related to, the use of lakes and rivers.

§ 6.13.1 Scheduled Limiting Height, Bulk, Density, and Area by Zoning District		
Standard	Requirement	Site Plan
Minimum Lot Size	1 acre	1.9 acre total (2 parcels)
Minimum Parcel Width	100 ft	241 ft
Maximum Height	41 ft	2 story, 40ft
Front Setback	50 ft	Existing structure
Side Setback	10 ft	10 ft
Rear Setback	35 ft	50 ft
Water	50 ft	100 ft
Maximum Lot Coverage	70% of total area	Not Provided
Maximum Impervious Surface	85% of total area	Not Provided

4.2.6 Shoreland Protection Strip

To minimize erosion, stabilize waterfronts, protect water quality, keep nutrients from entering waters, maintain water temperature at natural levels, preserve fish and wildlife habitat, to screen artificial structures, protect property values, and also to preserve the scenic values of waterfront areas, a natural vegetation strip shall be maintained on each parcel or lot between the ordinary high water mark or waters edge and a buffer line, each point of which is thirty (30) feet horizontal from and perpendicular to the ordinary high water mark or water's edge of a waterbody or the banks of a waterway.

- E. The restoration of a natural shoreline protection strip conforming to the requirements of this Ordinance shall be a condition of a zoning permit for a new dwelling being issued for a lot or parcel that is included in the Waterfront Overlay District. Any and all fill material placed within the shoreline protection strip shall be removed. Only soils and/or rocks, consistent with the composition of the pre-existing on-site soil and rocks, shall be allowed when necessary for growth of new vegetation. The shoreline protection strip shall be replanted solely with native vegetation as identified by the Northwest Michigan Invasive Species Network "Recommended Planting Guidelines for Municipalities". Native vegetation shall be required at a rate of one (1) tree and three (3) shrubs per twenty five (25) lineal feet of shoreline and shall meet the minimum size standards in the table below. The remainder of the natural vegetative strip shall be planted with native wildflowers, vines, grasses, rushes, sedges, and/or ferns.

PLANTING SIZE STANDARDS	
Native Plant Material	Minimum Size
Deciduous (canopy) Trees	2.5" caliper measured at 4' above grade
Coniferous (evergreen) Trees	6' height
Deciduous Shrubs	2' height
Upright Coniferous (evergreen) Shrubs	2' height
Spreading Coniferous (evergreen) Shrubs	18" spread

Commercial General Regulations	
Standard	Site Plan
<p>The shape, placement, design, and quality of the built environment (building design, placement, and composition) are important elements in reinforcing a comfortable, human-scale environment, maintaining the Township attractiveness and economic vitality, equity in access, and providing a unique sense of place in the Commercial District. Accordingly, the standards in this section are intend to :</p>	
<p>A. Maintain the visual environment of the commercial district, protect the general welfare, and ensure the property values, appearance, character, and economic well being are preserved through minimum design and appearance standards.</p>	

B. Encourage creativity, imagination, innovation, and variety in architectural design and building composition.	
C. Minimum standard for the use of exterior building façade materials are established in this Ordinance for the purposed of promoting harmony in the physical relationships between buildings. Facades shall be constructed with high quality materials consisting of brick, stone, or other natural materials. Steel exteriors shall only be allowed on facades not facing the road right-of way	

§ 6.17 Motels and Hotels	
Standard	Site Plan
A. Motels and hotels shall have a minimum lot width of one hundred fifty (150) feet at road line.	Provided
B. There shall be at least eight hundred (800) square feet of lot area per guest room.	Provided
C. Each unit shall contain at least a bedroom and bathroom and a minimum gross floor area of two hundred fifty (250) square feet.	Provided
D. Motels and hotels shall provide customary motel services, such as maid service, linen, telephone and/or desk service, and the use of furniture.	Provided

IV. SITE PLAN REVIEW

§ 7.4 Site Plan Application Requirements	
Standard	Site Plan
An application for site plan review shall be submitted on a form provided by the Township with the required items presented in the table below. Required items shall be demonstrated on the site plan drawings, written narrative/submitted documentation, or both as indicated in the table.	--
a. The applicant's name, address and telephone number in full.	Provided
b. Proof of property ownership, and whether there are any options on the property, or any liens against it.	Provided
c. A signed statement that the applicant is the owner of the property or acting on the owner's behalf.	Provided

d. The name and address of the owner(s) of record if the applicant is not the owner of record (or firm or corporation having a legal or equitable interest in the land) and the signature of the owner(s).	N/A
e. The address, parcel number and legal description of the property.	Provided
f. Name and address of the developer (if different from the applicant).	Provided
g. Seal of the professional engineer, architect, landscape architect or planner who prepared the plan, as well as their name, address, and telephone number. The Zoning Administrator may waive this requirement at the pre-application conference in circumstances in which no material changes to the existing site structure(s) or use is proposed.	Provided
h. Project description, including the total number of structures, units, bedrooms, offices, total floor area, parking spaces, carports or garages, projections of employment levels for commercial and/or industrial uses, amount of recreation and open space, type of recreation facilities to be provided and related information as pertinent or otherwise required by this Ordinance.	Provided
i. The total acreage of the project and overall gross acreage of the project parcel.	Provided
j. Project beginning and completion schedule (by phase if the entire project is to be divided into phases).	Provided
k. Written statement detailing reasonably anticipated impacts of the project on the existing infrastructure (including traffic capacity of streets, schools and existing utilities), community facilities, and on the natural environment of the site and adjoining lands.	Provided
l. Identification of proposed uses that may generate noise which, because of its volume and/or frequency, may result in the unreasonable interference with the comfortable use and enjoyment of private property within nor adjacent to the subject property. This is to include a narrative that thoroughly describes how such identified uses will be effectively managed in order to eliminate the potential for any such unreasonable interference. (<i>Amendment effective August 7, 2010</i>).	No anticipated noise based on use.
m. The proposed Master Deed, if required to be included by this Ordinance, shall be submitted prior to final zoning permit issuance.	N/A
2. The Site Plan maps shall be submitted with the application. The Site Plan maps shall consist of accurate drawings at a scale of 1"=100' or less, showing the site and all land within 150' of the site. If multiple sheets are	Provided

used, each shall be labeled and the preparer identified. Each set of Site Plan maps shall depict the following:	
a. Location of proposed and/or existing property lines, dimensions, legal descriptions, setback lines, monument locations as well as the location of current land uses, zoning classifications and existing structures on and uses of the subject parcel and adjoining parcels.	Front Setback Line Needed
b. Designation of all areas to be used for the outdoor storage, display or sale of equipment, materials, or merchandise.	No outdoor storage or display proposed
c. Location and elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways, floodplains and wetlands, sand dunes and high-risk erosion areas as regulated under Michigan and federal law.	Provided
d. Existing topographic elevations at two (2) foot intervals, except at five (5) foot intervals for slopes in excess of eighteen (18) percent.	Provided
e. The location and type of significant existing vegetation.	Provided
f. Location of existing and proposed buildings and intended uses thereof, as well as the length, width, and height of each building or building envelope and typical elevation views of proposed structures.	Provided
g. Proposed location of all proposed structures, equipment and uses, and typical elevation views of proposed structures.	Provided
h. Proposed location of all accessory structures, buildings and uses, and typical elevation views of proposed structures and buildings.	N/A
i. Location of all existing public and private easements of record including road and utility rights-of-way on or abutting the property.	N/A
j. Location of and dimensions of proposed streets, drives, curb cuts, and access easements, as well as acceleration, deceleration and passing lanes serving the development.	Provided
k. Location, design, and dimensions of existing and/or proposed curbing, barrier free access, carports, parking areas (including type of material proposed to be used for surfacing), fire lanes and all lighting thereof.	None proposed
l. Location, size and characteristics of all loading and unloading areas, if applicable.	None proposed or required
m. Location and design of sidewalks, walkways, bicycle paths and areas for public use.	None proposed

n. Location of water supply lines and/or wells, including shutoff valves, and the location and design of storm sewers, retention or detention ponds, waste water lines, clean out locations, connection points and treatment systems, including septic systems, if applicable.	None proposed
o. Location of all other utilities on the site including but not limited to natural gas, electric, cable, satellite dish, and telephone.	None proposed
p. Proposed location, dimensions and details of common open spaces and common facilities such as community buildings or swimming pools if applicable.	N/A
q. Location, size and specifications of all signs, if applicable.	Partially provided, sign permit will be required for any changes.
r. Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used.	None provided
s. Location and type of fencing, walls, and other screening devices, if applicable.	None provided
t. Location and specifications for all proposed perimeter and internal landscaping and other buffering features. For each new landscape material, the type and size at the time of planting must be indicated. All vegetation to be retained on the site must also be indicated, as well as its general size and specific location.	Provided
u. Location, size and specifications for screening of all trash receptacles and other solid waste disposal facilities.	Partial Details provided, Screening details needed
v. Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials or hazardous materials as well as any containment structures; pollution incident prevention plan (PIPP); or spill prevention, control and countermeasure plan (SPCC) as required by government authorities.	N/A
w. Identification of any significant site amenities or unique natural features.	N/A
x. Identification of any significant views onto or from the site to or from adjoining properties.	N/A
y. North arrow, scale and date of original submittal and last revision.	Provided

<p>z. For facilities or uses where hazardous substances as defined by the federal Resource Conservation and Recovery Act, 40 C.F.R. Parts 239-282, or Michigan’s Part 111: Hazardous Waste Management of P.A. 451 of 1994, as amended are stored, used or generated, the following information shall be provided.</p> <ol style="list-style-type: none"> 1) Location and size of interior and exterior areas and structures to be used for storage, use, loading/unloading, recycling, or disposal of hazardous substances. 2) Location of all underground and above ground storage tanks for such uses as fuel storage, waste oil holding tanks, chemical storage, hazardous waste storage, collection of contaminated storm water or wash water and all similar uses. 3) Location of exterior drains, dry wells, catch basins, retention/detention areas and other facilities designed to collect, store, transport or dispose of storm water. The point of discharge for all drains. 4) Delineation of areas on the site which are known or suspected to be contaminated as defined by Part 201 of Michigan’s P.A. 451 of 1994, as amended, its administrative rules and guidance documents, together with a report on the status of site cleanup. 5) Copies of all Federal/State/County permits required, prior to zoning permit issuance. 	<p>N/A</p>
<p>A. Location of fire hydrants, underground water storage tanks or other Sources of water suitable and easily accessible for use in fighting fires.</p>	<p>None proposed</p>
<p>B. Other information as deemed necessary by the Planning Commission to allow the Commission to determine whether the development will be harmonious with the community and to ensure the health, safety, and welfare of the community is protected including but not limited to the following:</p> <ol style="list-style-type: none"> 1. Proposed grades and direction of drainage flows. 2. The location and type of existing soils on the site and copies of any soil boring log and/or groundwater conditions. 3. Location and type of significant existing vegetation to be retained as well as those proposed to be removed. 	<p>To be determined</p>

4. Elevation drawings of buildings, signage and other structures.	
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V. STANDARDS FOR APPROVAL

The Planning Commission can review during the meeting or request the Planner complete for the next meeting.

When reviewing a special use and site plan for approval that Planning Commission must make findings for each standard for approval. Below are suggested findings to be considered by the Planning Commission. Following the public hearing and discussion by the Planning Commission, findings may be adjusted as necessary.

SITE PLAN

§ 7.3 Standards for Site Plan Approval	
Standard	Site Plan
The following criteria shall be used as a basis upon which site plans will be reviewed and approved:	--
A. Adequacy of Information: The site plan shall include all required information in sufficiently complete and understandable form to provide an accurate description of the proposed uses and structures.	
B. Site Design Characteristics: All elements of the site shall be harmoniously and efficiently designed in relation to the topography, size, and type of land, and the character of the adjacent properties and the proposed use. The site shall be developed so as not to impede the reasonable and orderly development or improvement of surrounding properties for uses permitted on such property.	
C. Site Appearance: Landscaping, earth berms, fencing, signs, walls, structures and other site features shall be designed and located on the site so that the proposed development is aesthetically pleasing and harmonious with nearby existing or future developments.	
D. Compliance with District Requirements: The site plan shall comply with the district requirements for minimum floor space, height of building, lot size, open space, density and all other requirements set forth in the Article 3, unless otherwise provided in these regulations.	

<p>E. Privacy: The site design shall provide reasonable visual and sound privacy. Fences, walls, barriers, and landscaping shall be used, as appropriate, for the protection and enhancement of property and the safety and privacy of occupants and uses.</p>	
<p>F. Emergency Vehicle Access: All buildings or groups of buildings shall be so arranged as to permit convenient and direct emergency vehicle access..</p>	
<p>G. Circulation: Every structure or dwelling unit shall be provided with adequate means of ingress and egress via public streets and walkways. The site plan shall provide a pedestrian circulation system that is insulated as completely as is reasonably possible from the vehicular circulation system. The arrangement of public and common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets or pedestrian ways in the vicinity of the site. The width of streets and drives shall be appropriate for the volume of traffic they will carry. All streets shall be developed in accordance with any adopted Township private road standards, or if a public road, the County Road Commission specifications.</p>	
<p>H. Parking: Any off-street parking facility shall meet all applicable design standards of this Ordinance.</p>	
<p>I. Drainage: Appropriate measures shall be taken to ensure that the removal or drainage of surface water will not adversely affect adjoining properties or the capacity of the public drainage system. Provisions shall be made for a feasible storm drainage system, the construction of storm water collection, storage and transportation facilities, and the prevention of erosion. Surface water on all paved areas shall be collected at intervals so that it will not obstruct vehicular or pedestrian traffic and will not create nuisance ponding in paved areas. Final grades may be required to conform to existing and future grades of adjacent properties. Drainage plans shall be subject to review and approval by the Township Engineer /consultant.</p>	
<p>J. Grading: All elements of the site plan shall be designed so that there is a limited amount of change in the overall natural contours of the site and shall minimize reshaping in favor of designing the project to respect existing features of the site in relation to topography, the size and type of the lot, the character of adjoining property and the type and size of buildings. The site shall be so developed as not to impede the normal and orderly development of surrounding property for uses permitted in</p>	

<p>this Ordinance by limiting topographic modifications that result in a smooth natural appearing slope as opposed to abrupt changes in grade between the project and adjacent areas.</p>	
<p>K. Soil Erosion and Sedimentation: The proposed development shall include measures to prevent soil erosion and sedimentation during and upon completion of construction, in accordance with current Antrim County Department of Building Safety standards.</p>	
<p>L. Exterior Lighting: Exterior lighting shall be designed so that it is deflected away from adjoining properties, directed downward, visual glare is minimized, and so that it does not impede vision of drivers along adjacent streets.</p>	
<p>M. Public Services: Adequate services and utilities shall be available or provided, and shall be designed with sufficient capacity and durability to properly serve the development.</p>	
<p>N. Screening: Off-street parking, loading and unloading areas, outside refuse storage areas, and other storage areas that are visible from adjacent homes or from public rights-of-way, shall be effectively screened at an adequate height. All walls must be solid and constructed of durable material and cannot be located in required setbacks.</p>	
<p>O. Danger from Fire and Hazards: The level of vulnerability to injury or loss from incidents involving fire and hazardous materials or processes shall not exceed the capability of the Township to respond to such incidents so as to prevent injury and loss of life and property. In making such an evaluation, the Township shall consider the location, type, characteristics, quantities, and use of materials or processes in relation to the personnel, training, equipment and materials, and emergency response plans and capabilities of the Township. Sites that include significant storage of flammable or hazardous materials or waste, fuels, salt, or chemicals shall be designed to prevent spills and discharges of polluting materials to the surface of the ground, groundwater, and public sewer system.</p>	
<p>P. Health and Safety Concerns: Any use in any zoning district shall comply with applicable federal, state, county, and local health and pollution laws and regulations with respect to noise, dust, smoke and other air pollutants, vibration, glare, heat, fire and explosive hazards, gases, electromagnetic radiation, radioactive materials, and toxic and hazardous materials.</p>	

<p>Q. Phases: All development phases shall be designed in logical sequence to ensure that each phase will independently function in a safe, convenient and efficient manner without being dependent upon subsequent improvements in a later phase or on other sites.</p>	
<p>R. Conformance: Site plans shall conform to all applicable requirements of state and federal statutes and the Torch Lake Township Master Plan, and approval may be conditioned on the applicant receiving necessary state and federal permits before the actual zoning permit authorizing the site plan is granted.</p>	

VI. REPORT SUMMARY

The applicant has provided an updated plan and elevation drawings for review by the planning commission. Additional landscaping has been provided and will need to be determined by the Planning Commission to determine if the buffering from adjacent residential properties is sufficient.

Possible Motion: Motion to approve/approve with conditions/deny SPR 2026-01 for Loughrey hotel/restaurant/live work units at 3910 US 31, 05-14-313-004-00 & 05-14-313-004-10, as per plans submitted and dated February 17, 2026, as it meets/does not the criteria of Section 7.3 of the Zoning Ordinance, with the following conditions:

1. Outside agency permits required prior to land use permit
2. Shoreline protection strip plantings as required by Article 4. Plan to be provided with land use permit.
3. Dumpster shall be 100% screen with solid gates and located outside of all setbacks
4. Parking area shall not be extended within the front setback but existing area may be maintained
5. Water access shall be limited to use by occupant of parcel A
- 6.

Sara Kopriva

From: Sara Kopriva
Sent: Wednesday, April 15, 2026 12:07 PM
To: 'Charles Loughrey'
Subject: RE: 3910 US N. 31 Agency Approvals

Charles,

I have not seen the road commission or health department reviews. Please forward to me if you have them.

The Planning Commission can approve the project in phases at your request. You will want to provide documents on what is included in each phase and will be completed with each phase, such as parking, landscaping, construction areas. Without the documentation, I think the Planning Commission will be hesitant to approve or may cause hesitation in if the project has been fully thought out.

Sara Kopriva, AICP
Planner/Zoning Administrator
231.599.2036

If you would like to schedule a virtual appointment, please click [here](#).

From: Charles Loughrey <cwldesign@me.com>
Sent: Tuesday, April 7, 2026 12:43 PM
To: Sara Kopriva <zoningadmin@torchlaketownship.org>
Cc: Charles Loughrey <cwldesign@comcast.net>; Charles Loughrey <cwldesign@icloud.com>
Subject: 3910 US N. 31 Agency Approvals

CAUTION: This email originated from outside the Township of Torch Lake. Maintain caution when opening external links/attachments

Hi Sara,

In response to your request that I review my Master Plan with the Health Dept., Fire Dept. and MDOT, please see the comments below from Torch Lake Twp. Fire Chief Kevin Lane from last Friday.

I also spoke with Jay Gailitis from MDOT Northern Region last Friday as well. I emailed plans to him on Friday & he indicated that he would get me comments today.

In regards to Antrim Co. Health Department, I believe you were copied on my correspondence with Casey Clement from the health department.

I am currently working with an engineer to gather the requested information & will have comments/calculations prior to our meeting on April 20th. I will forward them to you as soon as I receive them.

I would like to restate how excited I am for this upcoming meeting on April 20th, & how important it is that I am able to take advantage of the short rental season this summer for the 3 hotel units. While I am working feverishly to satisfy all the requests from the planning commission & you, as well as the health department, I would also hope you would understand that if we need to separate the focus into three priorities....of which the First would be the 3

Sara Kopriva

From: Casey Clement <C.Clement@nwhealth.org>
Sent: Monday, April 6, 2026 11:47 AM
To: Charles Loughrey
Cc: Construction Code; Sara Kopriva; Mike Jones
Subject: Re: 3910 US N. 31 Eastport
Attachments: Loughrey -Torch Lake Development 21726.pdf

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Hi Charles,

As previously stated, a licensed professional engineer will be required for the proposed project, even with the limited scope you noted below. There are multiple site complexities with off-site drainfield(s), water supply(s), potential ownership, and gallons per day flows.

CASEY CLEMENT, REHS
Environmental Health Coordinator
209 Portage Drive, Bellaire, MI, 49615
Office: 231-533-1011
<http://www.Nwhealth.org>



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From: Charles Loughrey <cwldesign@me.com>
Sent: Monday, April 6, 2026 10:35 AM
To: Casey Clement <C.Clement@nwhealth.org>
Subject: Re: 3910 US N. 31 Eastport

Hi Casey,

Can you give me a call when you get a chance?

I know the overall site plan seems more complex, but the first phase that I want to get open for the summer is just the three hotel rooms on the backside of the existing building.

I realize the live/work buildings will take more involvement, but I can't have that hold up the other project cause I need to get those rentable for this upcoming season.

Thank you,

Charles Loughrey, ASLA, RLA, GRP

Charles Loughrey Design
5271 Park Ridge Court
West Bloomfield, MI 48323

On Apr 6, 2026, at 10:17 AM, Casey Clement <C.Clement@nwhealth.org> wrote:

Good morning,

Thank you for sending the additional information for the property. Based on the proposed project and scope, a licensed professional engineer familiar with on-site water and wastewater will be required to move forward. Additional permitting fees, and possibly permits from other agencies, may also apply.

CASEY CLEMENT, REHS
Environmental Health Coordinator
209 Portage Drive, Bellaire, MI, 49615
Office: 231-533-1011
<http://www.Nwhealth.org>

<Outlook-
5e4mwyv1.png>

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From: Charles Loughrey <cwldesign@me.com>
Sent: Thursday, April 2, 2026 9:38 AM
To: Casey Clement <C.Clement@nwhealth.org>
Subject: Re: 3910 US N. 31 Eastport

Hi Casey,
That's fine. Sounds great.
Yes. I'll send you the plans today & we can discuss.
Thanks.

Thank you,
Charles Loughrey, ASLA, RLA, GRP

Charles Loughrey Design
5271 Park Ridge Court
West Bloomfield, MI 48323
248.932.2100

On Apr 2, 2026, at 8:33 AM, Casey Clement <C.Clement@nwhealth.org> wrote:

Hi Charles,

I apologize for my late response - I've been out of the office at a conference and on some personal time.

Could we set up a meeting, in person or on the phone, for one day next week? And in the meantime, could you share any of the proposed plans with me to review?

Thanks,

CASEY CLEMENT, REHS
Environmental Health Coordinator
209 Portage Drive, Bellaire, MI, 49615
Office: 231-533-1011
<http://www.Nwhealth.org>

<Outlook-
xdpuy4oj.png>

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From: Charles Loughrey <cwldesign@me.com>
Sent: Wednesday, April 1, 2026 4:44 PM
To: Casey Clement <C.Clement@nwhealth.org>
Subject: 3910 US N. 31 Eastport

Hi Casey,
I need to review my plans with you for my property at 3910 US North 31 in Eastport that used to be the old Peterson restaurant.

Thank you,
Charles Loughrey, ASLA, RLA, GRP

Charles Loughrey Design
5271 Park Ridge Court
West Bloomfield, MI 48323

<Loughrey -Torch Lake Development 21726.pdf>

Sara Kopriva

From: Charles Loughrey <cwldesign@me.com>
Sent: Tuesday, April 7, 2026 12:43 PM
To: Sara Kopriva
Cc: Charles Loughrey; Charles Loughrey
Subject: 3910 US N. 31 Agency Approvals

CAUTION: This email originated from outside the Township of Torch Lake. Maintain caution when opening external links/attachments

Hi Sara,

In response to your request that I review my Master Plan with the Health Dept., Fire Dept. and MDOT, please see the comments below from Torch Lake Twp. Fire Chief Kevin Lane from last Friday.

I also spoke with Jay Gailitis from MDOT Northern Region last Friday as well.

I emailed plans to him on Friday & he indicated that he would get me comments today.

In regards to Antrim Co. Health Department, I believe you were copied on my correspondence with Casey Clement from the health department.

I am currently working with an engineer to gather the requested information & will have comments/calculations prior to our meeting on April 20th. I will forward them to you as soon as I receive them.

I would like to restate how excited I am for this upcoming meeting on April 20th, & how important it is that I am able to take advantage of the short rental season this summer for the 3 hotel units. While I am working feverishly to satisfy all the requests from the planning commission & you, as well as the health department, I would also hope you would understand that if we need to separate the focus into three priorities....of which the First would be the 3 hotel rooms, the next would be the restaurant and the third phase which can take more time to develop would be the Live/Work units...I would appreciate that approach. My objective is to meet all requirements, but if we need to separate phases in order to get the

3 hotel units opened for this summer, I would be willing to do that.

Thanks for your time. I'll talk to you soon.



KL

Kevin (TL Fire

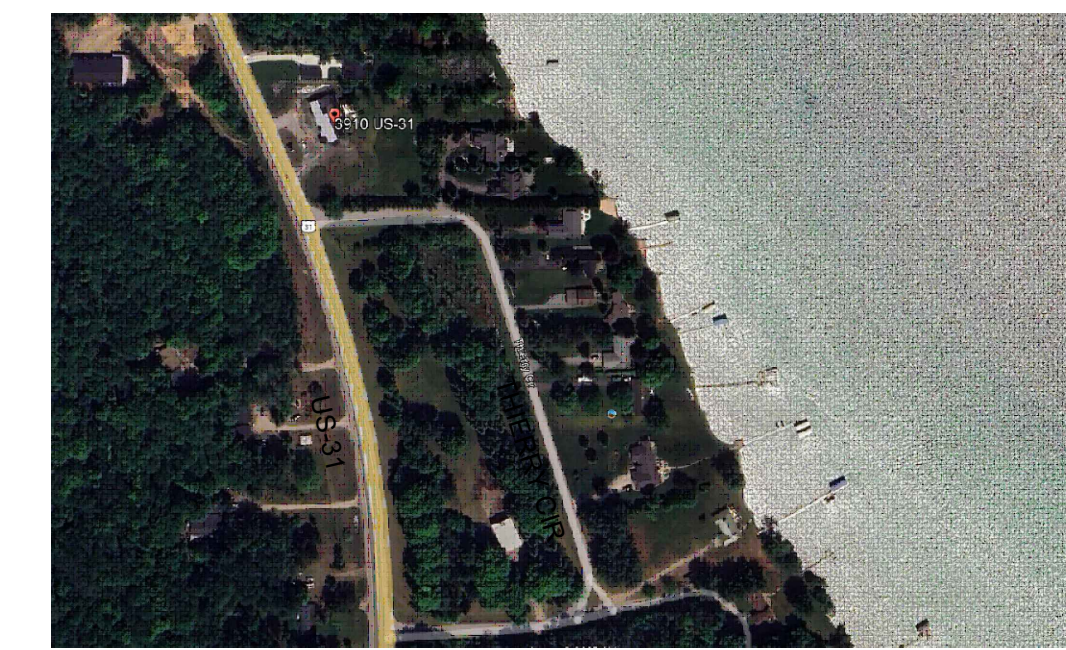
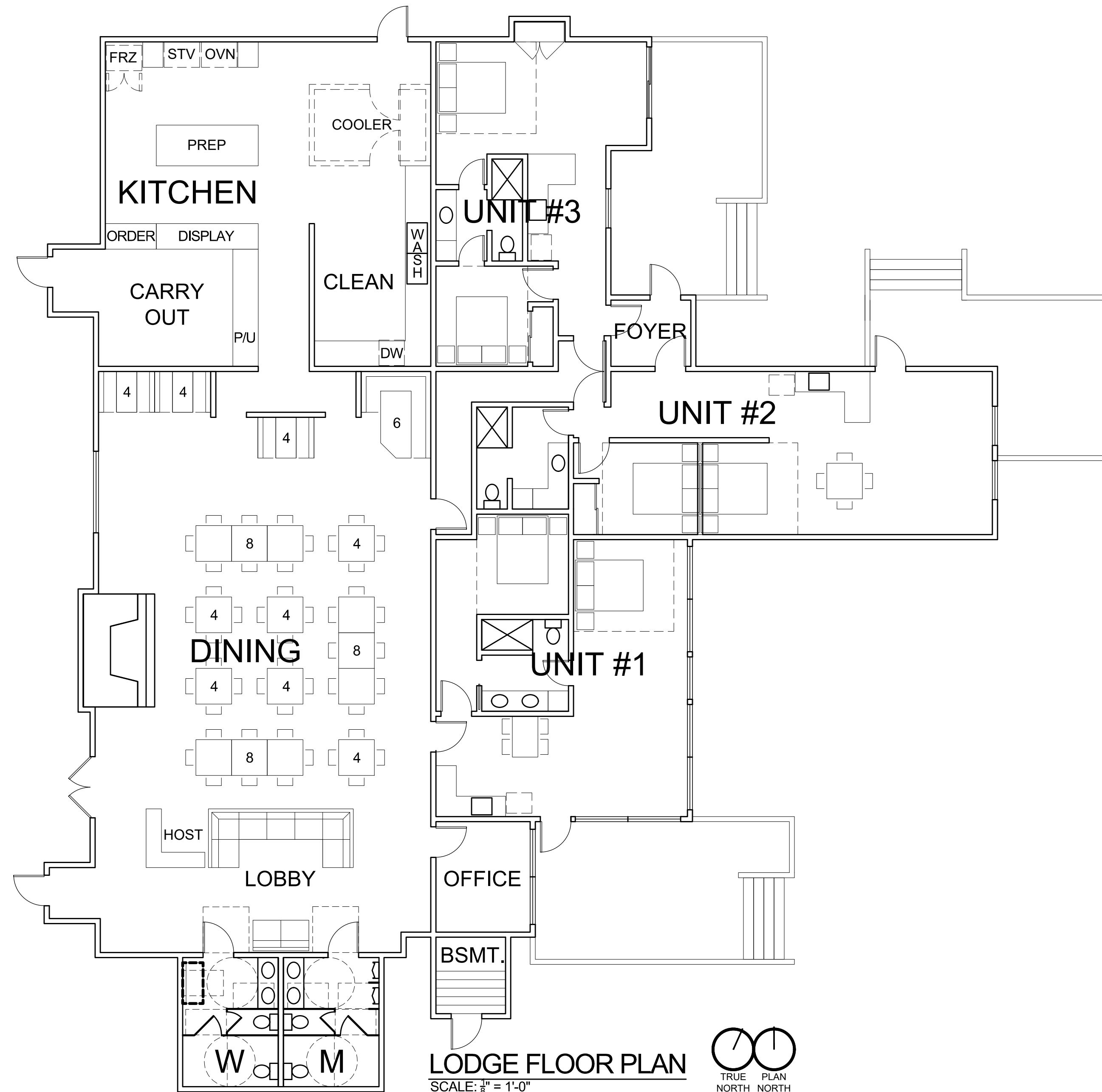
Text Message

Friday 2:31

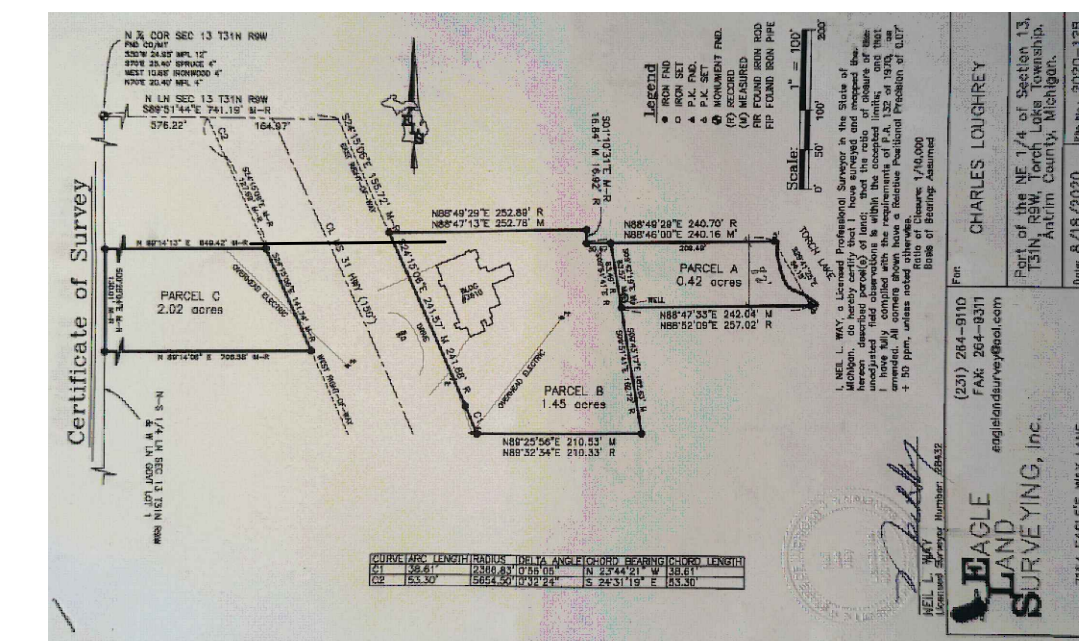
Hello, I've looked over
site plans for the
renovations and I have
objections to the proj

Thank you,
Charles Loughrey, ASLA, RLA, GRP

Charles Loughrey Design
5271 Park Ridge Court
West Bloomfield, MI 48323
248.931.2100



SITE LOCATION
NO SCALE



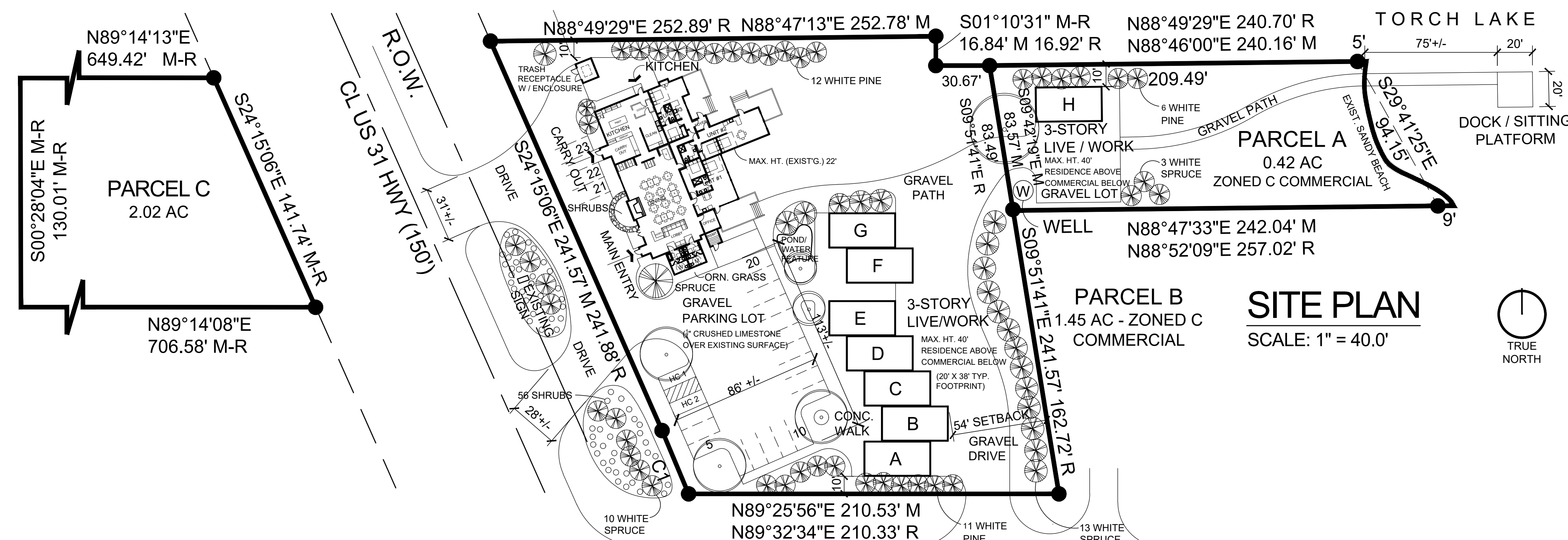
SITE SURVEY
SEE GRAPHIC SCALE



DESCRIPTION PARCEL B AS FURNISHED:
TOWNSHIP OF TORCH LAKE, COUNTY OF ANTRIM, STATE OF MICHIGAN:
Commencing at a concrete monument at the North 1/4 corner of Section 13, Town 31 North, Range 9 West; thence along the North line of said Section (as monument) South 89°14'4" East 741.19 feet to the Northeastly line of Highway US 31; thence along said Highway line South 24°15'08" East 155.72 feet (recorded on 150 feet) to a 1-iron stake on the South line of the former Durbin Foster property as described in Deed Liber 83, Page 208, being the Point of Beginning of this description; thence along the aforementioned line North 88°49'29" East 252.89 feet to a 1-iron stake; thence South 01°10'31" East 16.92 feet to a 1-iron stake; thence North 82°49'29" East 30.70 feet; thence South 09°21'41" East 246.21 feet to the South line of the North 12 acres of Government Lot 1 (as monument); thence South 89°32'34" West 210.33 feet to the Northeastly line of Highway US 31 as set forth in Miscellaneous Liber 6, Page 35; thence along said Highway line on a curve to the left 38.44 feet (radius of said curve is 2366.83 feet and the chord bears North 23°47'11" West 38.44 feet); thence continuing along said Highway line North 24°15'08" West 241.89 feet to the Point of Beginning; being a part of Government Lot 1; Section 13, Town 31 North, Range 9 West. (Sapic Parcel)

DESCRIPTION PARCEL C AS FURNISHED:
TOWNSHIP OF TORCH LAKE, COUNTY OF ANTRIM, STATE OF MICHIGAN:
Commencing at a concrete monument at the North 1/4 corner of Section 13, Town 31 North, Range 9 West; thence along the North line of said Section (as monument) South 89°14'4" East 576.22 feet to the Southeastly line of Highway US 31; thence along said Highway line on a curve to the right 53.30 feet (radius of said curve is 5654.50 feet and the chord bears South 24°31'19" East 53.30 feet); thence continuing along said Highway line South 24°15'08" East 127.69 feet to a 1-iron stake being the Point of Beginning of this description; thence continuing along said Highway line South 24°15'08" East 141.74 feet to a 1-iron stake; thence South 89°14'08" West 705.55 feet to the North-South 1/2 line of said Section and West line of Government Lot 1 (as monument); thence along said North-South 1/2 line (West line of Government Lot 1) North 00°28'04" West 130.01 feet; thence North 89°14'15" East 644.42 feet to the Point of Beginning; being a part of Government Lot 1; Section 13, Town 31 North, Range 9 West. (Sapic Parcel)

PARCEL DESCRIPTION
NO SCALE



RESTAURANT / BOUTIQUE HOTEL
3910 N. US31 EASTPORT, MICHIGAN
PART OF THE NE 1/4 OF SECTION 13,
T31N, R9W, TORCH LAKE
TOWNSHIP, ANTRIM COUNTY,
MICHIGAN

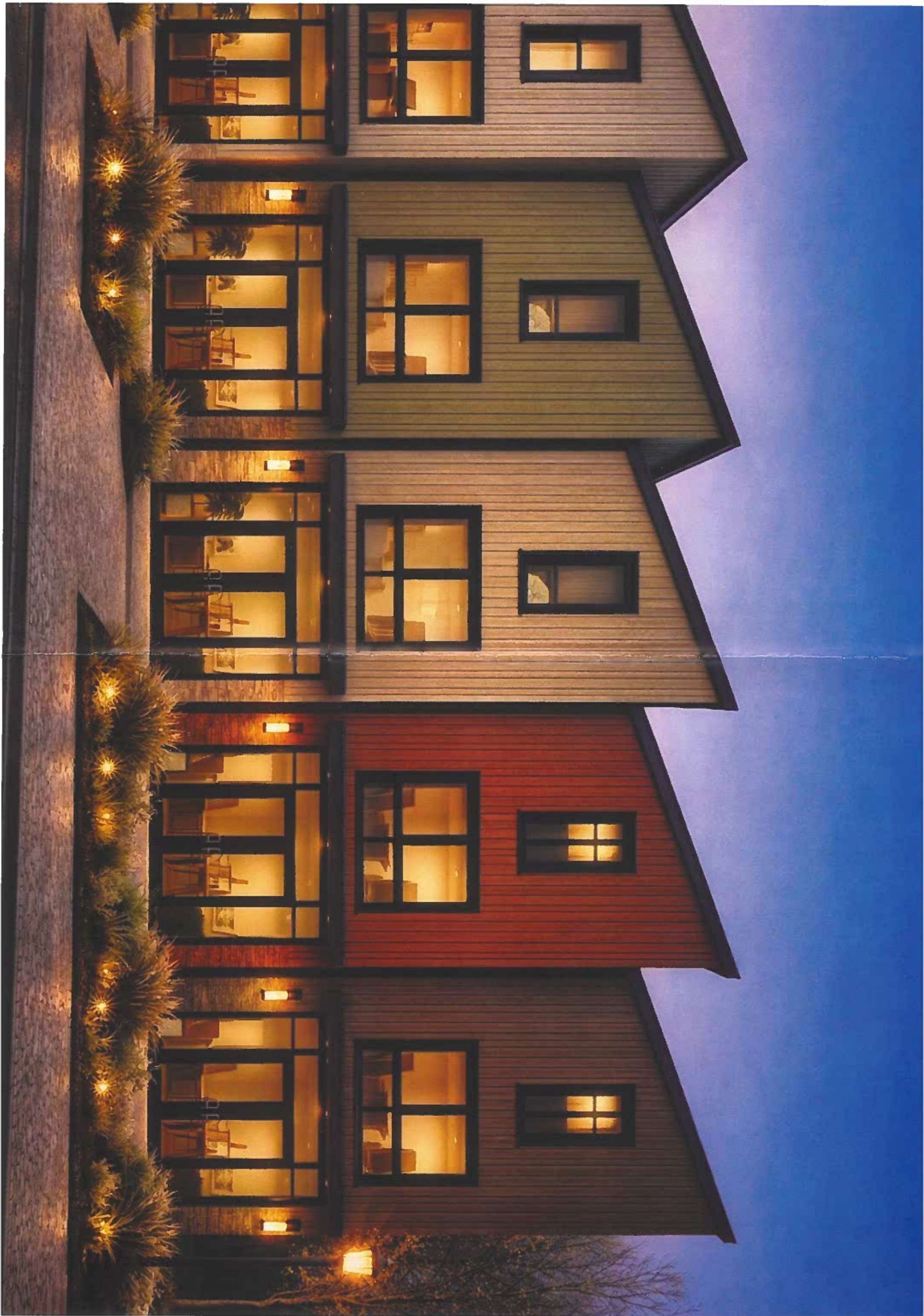
2-17-2026	WORK/LIVE UNITS DETAILS
1-23-2026	WORK/LIVE UNITS RESUBMITTAL
1-1-2026	ZONING PERMIT PLAN ALT. A
12-26-2025	RESUBMITTAL
12-10-2025	ZONING PERMIT PLAN ISSUE

SEAL



DRAWING TITLE
SITE SURVEY, SITE PLAN (PARCELS A, B & C), FLOOR PLAN

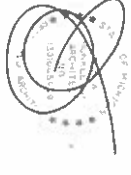
DRAWING NUMBER
SP-1A



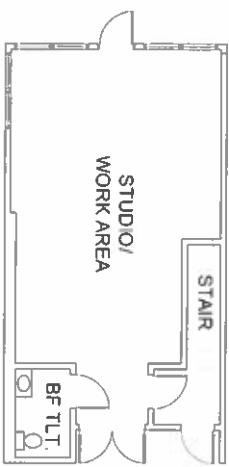
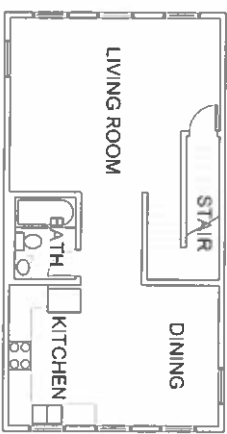
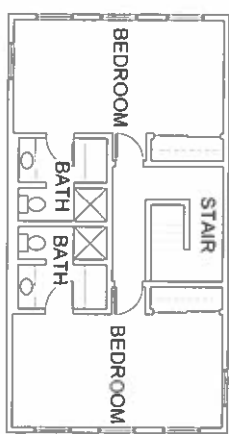
RESTAURANT / BOUTIQUE HOTEL
3910 N. US31 EASTPORT, MICHIGAN
PART OF THE NE ¼ OF SECTION 13,
T31N, R9W, TORCH LAKE
TOWNSHIP, ANTRIM COUNTY,
MICHIGAN

DATE	DESCRIPTION
2-17-2026	WORKLINE UNITS DETAILS
1-23-2026	WORKLINE UNITS RESUBMITTAL
1-1-2026	ZONING PERMIT PLAN ALT. A
12-26-2025	RESUBMITTAL
12-10-2025	ZONING PERMIT PLAN
DATE	ISSUE

SEAL



DRAWING TITLE
LIVE / WORK UNITS



Date: 03.12.2026
From: Sara Kopriva, AICP
To: Torch Lake Planning Commission
Project: Draft Master Plan

Attached is a draft future land use map and implementation chapter for review by the PC.


initiative

The future land use map is based off the last future land use map with the addition of a sensitive feature overlay district. Please review to determine if changes are needed. Once this draft is finalized, we can work on descriptions of the districts and proper densities that should be allowed.

The implementation chapter starts to lay out the goals and future actions of the planning commission. We will be looking for items that the planning commission can realistically implement over the next 5 years. This is a starting point, I'll be looking for input from the PC on items.

Beckett & Raeder, Inc.
535 West William
Suite 101
Ann Arbor, MI 48103

734.663.2622 ph
734.663.6759 fx

www.bria2.com

Petoskey Office
113 Howard Street
Petoskey, MI 49770

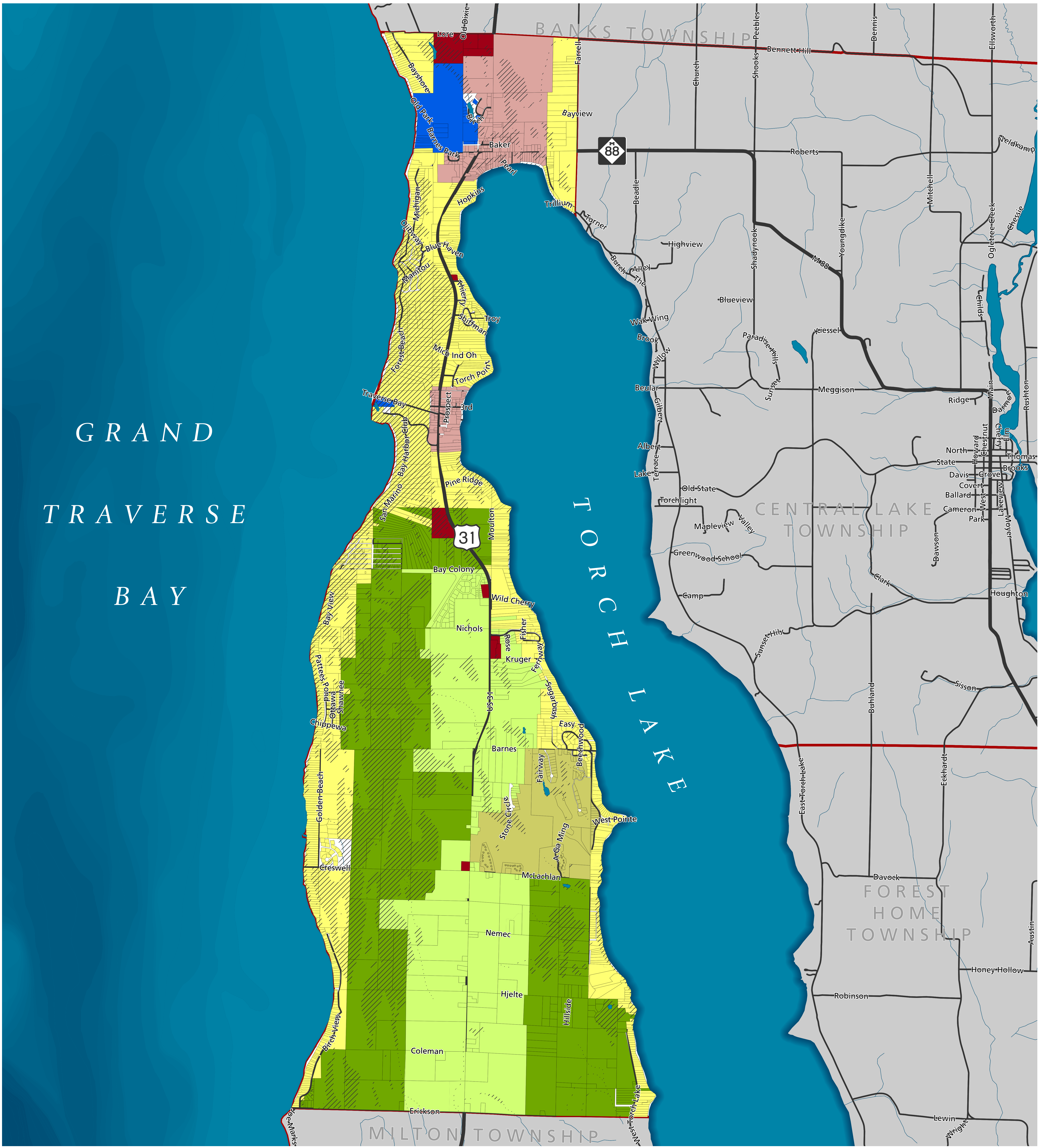
231.347.2523 ph
231.347.2524 fx

Traverse City Office
148 East Front Street
Suite 207
Traverse City, MI 49684

231.933.8400 ph
231.944.1709 fx

Grand Rapids Office
100 Cesar E. Chavez Ave
SW Suite 300
Grand Rapids, MI 49503

616.585.1295 ph



Future Land Use

Sources: Michigan Open Data Portal, Township

- Torch Lake Township Boundary
- Agriculture
- Timber
- Recreation
- Recreation / Residential
- Residential
- Commercial / Residential
- Commercial / Industrial
- Environmentally Sensitive*

*This layer combines high risk erosion areas, critical dunes, and wetlands as originally derived from the 2005 National Wetlands Inventory (NWI) in Michigan and periodically updated by EGLE.

1 Miles

Beckett & Raeder, Inc.

Map Date: March 9, 2026

Implementation

The culmination of the master plan process is the creation of goals and action items that the local government may use to guide future development. Informed by data collection and analysis, community input, existing conditions, local knowledge from meetings with local officials, and planning best practices, these goals and action items directly correspond to the identified needs and preferences of the local community.

Goals serve as a broad-level framework with which to consider community priorities and action items represent the individual opportunities and steps that can be taken to meet those goals. Below, the goals for the Township of Torch Lake are described. They are accompanied by various identified action items, each of which are labeled to identify which goal(s) they support, a timeframe for completion, and which parties or partners may be involved in their completion. It is ultimately the responsibility of the local government to implement these changes, and as such, this implementation guide is meant to highlight several opportunities that are available to be pursued by the Township.

Goals Derived from the Master Plan Process

Goals derived from the master plan process are indicative of a community's key priorities in the present-day and in the future. In the Township of Torch Lake, future work or initiatives regarding land use, development, or policy should be approved based on their alignment with these goals. This will help to both maintain and preserve the Township's strengths, and encourage the Township to take advantage of opportunities that allow it to better serve its residents. The goals are listed below.

1. **Township Character (TC):** Preserve and Protect Torch Lake Township's rural character, natural resources, and agricultural industry.
2. **Recreation (R):** Expand recreational opportunities for year-round, seasonal, and overnight residents that are accessible and compatible with individuals of all ages.
3. **Economic and Community Progress (ECP):** Explore and pursue development opportunities that support and enhance the Township's rural character to foster job growth, housing opportunities, and the local economy.
4. **Intentional Planning (IP):** Bolster local and regional planning efforts to act proactively and be consistently aligned with the identified priorities of the community.

Action Items

Table XX: Action Items

Action	Guiding Principle(s)	Timeframe	Involved partners
Hold a design workshop for Eastport and Torch Lake villages to determine the communities desire for development in areas.	IP TC	1-3	Planning Commission, Township Board, public
Following workshop, review zoning language for villages of Eastport and Torch Lake and update as necessary.	IP TC	3-5	Planning Commission, Township Board
Review zoning ordinance to encourage cluster development and/or open space preservation projects.	ECP TC	5-10 years	Planning Commission; Township Board; Antrim County Farmland and Open Space Preservation Board; MDARD
Consider adding additional housing types (duplex, triplex, quadplex) to zoning ordinance in appropriate locations of the Township.	ECP	5 years	Planning Commission
Identify areas of high-nonmotorized activity in the Township and prioritize investment in nonmotorized infrastructure in those locations.	R	Ongoing	Planning Commission; Antrim County Road Commission; Michigan Department of Transportation
Conduct an annual joint meeting between the Township Board and Planning Commission to review the Action Plan and discussion other planning-related issues.	IP	Ongoing	Planning Commission; Township Board

Torch Lake Township

March 2026 Zoning Report

Complaints/Violations

Name	Date reported	Complainant	Location of Complaint/Violation	Action Taken	Details and Deadlines
		LED Sign	A-Ga-Ming	Violation Letter	2nd letter sent
		11-Feb fence/light	787 Wooden Gate		

Zoning Board of Appeals

Permit Number	Date	Tax ID #	Property Address	Type of Development	Water-Front	Mtg. Date	Use	Owner Name	Contractor Name	Fee Paid	ISSUE
ZBA 2026-01	12/19/2025	05-14-335-012-30	567 Yellow Birch Dr	New dwelling, wetlands setback	Yes	18-Feb	Res.	Salloum (authorized agent) / Kulinski-Masell	Van Koevering		
ZBA 2026-02	2/11/2026	05-14-018-023-15	2779 NW Torch Lake Dr	(2) decks	Yes	18-Mar	Res.	Lewis Cooper	N/A		

Special Use Permits

Permit Number	Date	Tax ID #	Property Address	Type of Development	Water-Front	Zone	Use	Owner Name	Contractor Name	Fee Paid	ISSUE
SUP 2026-01	1/1/2026	05-14-313-004-00	3910 N US 31	Restaurant and boutique hotel	Yes	C	Comm.	Loughrey		\$325 PC Review, \$2000 Zoning Review Escrow	

Land Combinations, Divisions and Lot Line Adjustments

Application Number	Date	Tax ID #	Property Address	Type	Water-Front	Zone	Use	Owner Name	STATUS	Fee Paid	Sent to Assessor/Treasurer/ZA

Land Use Permits

Permit / Application Number	Date	Tax ID #	Property Address	Type of Development	Water-Front	Zone	Use	Owner Name	Contractor Name	Fee Paid	Permit Expiration date
2025-55	8-Oct	018-023-15	2779 NW Torch	Deck & Ramp				Cooper	NA	\$50.00	
2025-58	21-Oct	131-019-00	288 Sugarbush	Shoreline/Revetment	Yes	R-1	Res.	Kroger	Marlin	\$50.00	Waiting on App
2025-60	29-Oct		225 NW Torch Lake Dr	Landscaping and shoreline rock wall	Yes		Res.	Saaddeh	Northern Michigan Hardscapes	\$50.00	Waiting on App
2025-62	11-Nov	420-002-00	3458 N US 31	Build garage	Yes	R-1	Res.	Warner	Phill Lewin	\$150.00	Waiting on App
2026-01		455-020-00	1842 Birchview	Interior Remodel	Yes	R-1	Res.	Hogikyan	Duell	\$150.00	1/28/2027
2026-02		006-006-00	693 NW Torch Lake	Demo	Yes	R-1	Res.	Houseman		\$50.00	1/28/2027
2026-03		006-006-00	693 NW Torch Lake	SFD	Yes	R-1	Res.	Houseman		\$150.00	1/28/2027
2026-04		006-005-10	725 NW Torch Lake	Addition	Yes		Res.	Chase	Widing Custom	\$150.00	1/28/2027
2026-05		595-032-00	304 Golden Beach	New SFD	Yes	R-1	Res.	Dickson	Ferguson	\$150.00	2/18/2027
2026-06		107-009-00	4407 Trillium Ridge	Shoreline				Vedder			Waiting on App