TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

Torch Lake Township

Planning Commission Meeting (ZOOM)

APPROVED Minutes WITH CORRECTIONS 7-0

February 9, 2021

**Present:**  Chair: B. Stridiron; Members: J. Kulka, L. Carleton, B. Budros, C. Shoemaker, B. Hawkins, J. Merchant

**Absent:**

**Others:**    D. Graber, M. Strange (Meeting IT administrator) Sara Kopriva (TLT Planner)

**Audience:**

**Recording Secretary:** J. Petersen

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

Meeting called to order at 7:05 by Stridiron.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited, led by Stridiron

Stridiron introduced the new planning consultant for TLT Sara Kopriva -From Beckett and Raeder of Traverse City

**3.** **Public Commentary**

Stridiron stated rules and procedure for the ZOOM meeting

Stridiron called for public comment and there was none

**4. Consideration of Agenda**

Carleton asked if the group would be updated on the fireworks ordinance. Stridiron said it is a work in progress and he and Budros will present it to the board at the next meeting, as it would be a police ordinance. Stridiron stated it limits times and days of personal fireworks as well as setting rules for professional pyrotechnic companies. He stated the main goal was for all of Antrim County to adopt the ordinance so the sheriff can enforce it.

Motion by Kulka to approve Agenda for 2-09-21

Second: Shoemaker

Stridiron called for further comment and vote 7/0 motion passed

**5. Approval of draft minutes from 01-12-21**

Changes:

1. Correction of changes to draft meeting minutes from 11-10-20 meeting location conducted via ZOOM
2. Change item 6B PC Representative on ZBA Report to read as follows: “On 11/11/2020 the ZBA conducted a public hearing for a variance appeal (ZBA 2020-05) of section 7.03 - Height, area and lot line setback. The variance would allow for the construction of an enclosed entry on a home in the rear setback. The variance was denied. The ZBA did not meet in December.”
3. 8A, Section 2.13, Item 3 add the following: “Three (3)” after additional dock and before hoist (and add “s” to hoists)
4. 10A Concerns of the PC Chair - change 3 occurrences where the number “1” appears to the word “one”.
5. 9B Review Draft Consumer Fireworks Ordinance - add “police power’ after fireworks and before ordinance.

Motion by Kulka to approve draft meeting minutes from 01-12-21 as corrected

Second: Budros

Stridiron called for further comment and vote 7/0 motion carried

**6. On-going Reports**

 **6A. Zoning Administrator’s Report**

Graber distributed an updated *Checklist for January 2021,* TLT 2021 Land Use Permits spreadsheet through Permit #2021-04. Graber stated she is following directions to write more tickets and has flagged three properties; a schoolhouse in the village remodeling without permits, a deck on Torch Lake in the setbacks and a shed next to a house in Eastport that was not permitted. Graber will also be following up on prior violations and citations, and stated she is working on the blight complaints in the area. She reported a couple of ZBA appeals may be filed for the April meeting. Stridiron asked Graber if the new supervisor wanted her to aggressively write tickets. She stated yes and she is working with the new planner Sara Kopriva to document the process and talk with them, not just write tickets. 3 tickets have been written 1. Trimark (blight) 2. Mike Leask - has until March 31 and 3. Richard Shirey-four acres vacant land off 31 storing a tractor and boat (landowner lives in Detroit area and states he has no room there to store the items.)

 **6B. PC Representative on ZBA Report**

Shoemaker stated there was no ZBA meeting last month and none for this month either.

 **6C. TLT Board Representative on PC Report Jason** Merchant prepared and distributed the following report

1. The Norwood Township / Torch Lake Township Ambulance contract will go into effect April 1, 2021. 2. The Board approved the purchase of new equipment for the Ambulance department. They will be getting a new Lucas machine. The Lucas machine is a Chest Compression system that helps assist EMTs. The Ambulance department is also getting a new AED unit. The AED unit is a LifePak CR2 Defibrillator. 3. Board approved Fire Chief Kevin Lane’s recommendation to promote Ron Paulosky to Lieutenant on the Fire Dept. Ron has served 8 years on the Fire Dept. 4. Township has purchased the new scanner for the Document Scanning program for all areas of the Township. Scanner is here and sitting in the office. Deputy Clerk and Clerk will be in charge of scanning and delegating the scanning. 5. Resolution for elected official salaries has been approved 2021. 6. Planning consultant has been hired. TLT is now working with a company called Beckett & Raeder Inc. They come highly recommended by several neighboring cities and townships.

**7. Correspondence, Meetings, Training Announcements, etc.**

Stridiron announced training opportunities for the PC and the ZBA next Tuesday for PC and ZBA is Thursday and a workshop for ZBA and PC members with Steve Langworthy has been moved from March to May 13, 2021

Stridiron announced that training will now be paid to commissioners at the rate of $35/ hr. for first 2 ½ hours of class and anything over 2 ½ hours is paid at a rate of $60/DAY

**8. Unfinished Business**

 **8A. Response from Antrim County Planning Commission regarding Sections 2.16B, 2.27B and Section 4.02**

Stridiron announced the PC will complete the review of Chapter 2 before holding a public HEARING and proceeding with changes.

Stridiron presented the letter from the Antrim County Planning Commission and Minutes from meeting approving changes

Motion by Budros to send changes on 2.16B, 2.27B and Section 4.02 to board for final approval, motion seconded by Stridiron, Stridiron called for further comment and vote 7/0 motion passed.

 **8B. Zoning Ordinance review of chapter 2.14-2.28**

The commissioners, Graber and Kopriva reviewed and discussed Ordinances 2.14, 2.15, 2.16, 2.17, 2.18, 2.19 and

no changes were made. Kopriva will look into 2.15 regarding Michigan Lakeshore buffering and get back to the PC for further discussion. Stridiron asked the commissioners to look at and review 2.19 to pick up at this point next time and come prepared to give their opinion. Carleton asked and Stridiron agreed to invite Heidi SHAFFER from Antrim County Soil Erosion to speak to the group.

**9. New Business**

None

 **10. Concerns of the Planning Commission**

Carleton asked M. Strange to do a screen share demonstration for upcoming ordinance reviews. The screen share was demonstrated to the group. Stridiron asked Carleton to run the screen share for the next meeting. The commissioners all loved the format.

 **10A. Concerns of the PC Chair**

Stridiron asked the commissioners to keep in mind all ordinance changes need to be reviewed in regards to the definitions section to ensure compatibility.

Stridiron told the group there are changes coming to Marijuana laws in Michigan - Stridiron will forward email to the commissioners for upcoming ordinance review.

Stridiron also informed the commissioners that going forward pay stubs will be emailed

Stridiron will ask the clerk about FOIA training that was scheduled and cancelled this summer.

**10B. Concerns of PC Members**

Hawkins asked when the next Master Plan review is, Kulka stated it was just done. Stridiron said it will be looked at and is required every 5 years.

Graber will prep items from tonight’s meeting for the board meeting next Tuesday, Merchant to prepare motion. Carleton asked if the PC could go to a Laserfiche format for meetings. Graber stated it is in process through Laserfiche but it is a ways out and the clerk’s office is facilitating.

**11. Public Commentary**

Stridiron called for public comment and there was none

**12. Adjournment at 8:48**

With nothing further, a motion was made by Budros to adjourn, the motion was seconded by; Hawkins, Stridiron called for further discussion and vote passed 7/0.