TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

Torch Lake Township

Community Services Building

Special Planning Commission Meeting

Draft Minutes

January 6, 2022

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

**Absent:**

**Others:**   Sara Kopriva (TLT Planner)

**Audience:** 7

**Recording Secretary:** J. Petersen

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

Meeting called to order at 7:00pm by Graves

**2.  Pledge of Allegiance**

The Pledge of Allegiance was recited

**3. Consideration of Agenda**

Graves explained the reason for the meeting - to train and become familiar with the special use and site plan review processes, as there are two applications being heard by the PC next week 1-11-22.

Motion by Budros to accept agenda as presented; second Hawkins:.  Vote: 7/0 motion carried

**4.  Conflict of Interest**

Graves asked if there were any conflicts of interest and there were none.

**5. Public Comment**

Alan Martel commented he’s happy the PC is doing some training.  He distributed copies of training materials from S. Langworthy.  Martel stated the PC is the boss of the township.  Martel asked PC to pay special attention to the final sheet from S. Langworthy - and reinforced NOT to make decisions based on public opinion and the importance of good findings of fact.

Deb Graber came to update the PC of what is going on at Torchport Airpark.  The airpark owners are proceeding with the evaluation of paving the 927 runway; 75’W X 3200’L along Bay Colony Road.  Estimated engineering fees are 13k-14k for leveling and paving and 19k for lighting.  Graber stated the plan is to light both runways with LEDs.

**6.  Purpose of Special Meeting**

1. **2022 Meeting Dates**

The commissioners discussed 2022 and established schedule; meeting on the 2nd Tuesday of the month at 7pm

Motion to set 2022 regular meeting calendar to the second Tuesday of the month at 7pm by Budros; seconded by Carleton; vote 7/0 motion carried.

1. **Priorities for 2022**

Graves stated the purpose of having a strategic planning meeting was to prepare to meet the demands of the changing dynamics of the community; ie changes due to covid and more remote working capabilities and more people staying up here in the winter as a result.Graves asked for comments and opinions of all commissioners.  Dvorak agrees with Graves, Budros disagrees with reviewing the master plan.  Kopriva was asked how long a master plan takes to write. she stated it can take 6-18 months to completely write a master plan.  She stated an update without public hearings and surveys and public input workshops, the time can be lessened to approx 6mo.  For adding the airpark, Kopriva anticipates it will take longer due to public interest.  The intent of the Master Plan review was to add the airpark as it is clearly missing from the plan and should have been included.  Graves stated he felt the addition of the airpark to the Master Plan is worthy of taking the time to add.  He also commented that the Master Plan is due for a review next year anyway.  Carleton agrees with Graves - the plan needs to be clearer and relevant, she is not opposed to public input and feels the majority of the public had no clue the rewrite happened in 2018.  Budros stated she feels the PC should read the Master Plan and decide at a later meeting if and what should be updated or added.  Walker added that because everything a PC does has to come from the master plan she would like to see it reviewed and finds it would be worthwhile.  Merchant stated he was indifferent.  Dvorak added he would like to take the time to read through the 2018 Master Plan surveys and associated meeting minutes, he feels a review could be beneficial. Hawkins feels the airpark is missing from the Master Plan, which gives PC no direction and or framework for anything that may occur there in the future.  He advocates any way the PC could get started would be beneficial.  He stated he feels in 2023 we will see a whole different result based on current situations and changing demographics and should be thought about in the upcoming review.  Graves suggested all PCs read the Master Plan and review and asked Kopriva to add discussion to February regular meeting pending no other items come up of greater priority.  Kopriva instructed the PC to look at districts, goals and what the future looks like (future land use map) - after reading the master plan, the PC’s should know what the vision is.

1. **Special Use/ Site Plan Training**

Kopriva distributed ordinance chapter sections from Chapter 18; Site Plan Review, and Chapter 17 Special Use.  The commissioners read and discussed the concepts and standards for approval for both chapters.

Kopriva handed out copies of atty/client privileged materials and collected after the group read.  Document summary was that the planning commission can hear the Special Use Application from Lake Living Services (Vermeers), and there is no conflict in regard to the referendum.  The commissioners returned the letter back to Kopriva as the information contains atty client privileged materials.  Kopriva encouraged any PC member wanting additional training to request it, as there are many courses and webinars offered for the many aspects of the duties of the Planning Commission

**7.  Public Commentary**

Jerry Kulka -Spoke about the importance of meeting procedures and accurate minute taking.  Kulka commented about the importance of the master plan and history of his involvement on the planning commission in the past and the work done on the current master plan.  Kulka spoke of a master plan training course he took that he felt was very beneficial - look to MTA.

**8.  Adjournment 8:28pm**

Motion to adjourn by Dvorak; seconded by Merchant ;  Vote 7/0 motion carried