TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

Torch Lake Township

Community Services Building

Planning Commission Meeting

Approved Minutes

January 23, 2023

**Present:**  L. Carleton, B. Budros, A Graves, D. Walker

**Absent:** J. Merchant, K. Woodward, B. Dvorak

**Others:**   Sara Kopriva (TLT Planner / Zoning Administrator

 J Petersen (TLT Zoning Assistant)

 R. Cook (TLT Supervisor)

**Audience:** 1

**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**

Motion by Budros to accept agenda as presented; second Carleton:. Vote: 4/0 motion carried

**4. Conflict of Interest**

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

**5. Approval of Meeting Minutes from November 10, 2022**

Corrections: Strike last sentence from 9A; Pg 1 bottom - ***“The need for a review became evident back in 2018”***

Motion by Carleton to approve minutes with change. Motion seconded by Graves Vote: 4/0 motion carried

**6. Public Comment on agenda items**

Bill Stridiron - Eastport - regarding Planning Commission Member training as directed in PC Bylaws.

Bob Cook - 12110 Dragonfly Lane (TLT Supervisor) - Regarding TLT ordinance rewrite.

**7. On-Going Reports**

1. **Zoning Administrator’s Report - presented to Planning Commission - no questions**
2. **PC Representative to ZBA Report - No ZBA meeting in January 2023**
3. **TLT Board Representative on PC Report - No report**

**8. Correspondence**

Letter from A Martel handed out to Commissioners

**9. New Business**

1. **Annual Report**

Kopriva presented, reviewed and asked PC Members for input to the 2022 Annual Report for budget and tasks PC handled in 2022. Planning Commissioners reviewed and made suggestions and comments to Kopriva. Kopriva to revise with PC input and place on agenda for February PC meeting when more members will be available to offer input and vote to present to board.

1. **Zoning Ordinance Amendment - Signs**

The commissioners discussed the draft sign ordinance prepared by Kopriva. The Planning Commission asked Kopriva to compile pictures of sign (site survey) examples in the township as well as additional research. Kopriva will ask PC members not present tonight to watch meeting and gather sign examples in and out of the township for discussion. Kopriva to take comments and concerns of the Planning Commission and revise the draft with items researched, and changes made after consulting with township attorney. Draft will be updated and presented again at February PC meeting with more PC members present.

1. **2023 Meeting Calendar**

The Planning Commission reviewed the proposed dates for 2023 and agreed to keep the Planning Commission meetings on the second Tuesday of each month at 7pm. Proposed dates finalized for every 2nd Tuesday; 7pm. Motion by Budros to accept the 2023 meeting date schedule as presented. Motion seconded by Walker. Vote: 4/0 motion carried.

**10. Unfinished Business**

None

**11. Concerns of Commission**

1. **Chair -** re: Graves summarized his discussion with Steve Langworthy (township consultant) regarding the need and actions to review and revise the ordinance, and Grave’s desire for him to assist in the ordinance review. Graves will ask Langworthy to share his perspective on the rewrite as well as the current topic of signs. Graves also commented process and discussion tonight went well. He thanked the Commissioners and Kopriva for participation. He shared concerns and hopes that the ordinance review meetings are (will be) better attended by the PC members.
2. **Members**

None

1. **Consultant -** Next items for PC discussion; High Water Mark and waterfront regulations, Medical Marijuana, Cideries, Wineries and Meaderies, uses in zoning districts, Criteria for zoning amendment, Home based business, Home occupation/Cottage Industry and stormwater runoff ordinance. Kopriva thanked the PC for their work on the ordinance draft.

**12. Public Comment**

Bob Cook - re: zoning ordinance rewrite, thanked PC and stated it may take a year. Stated Langworthy will be consulted and funds are available to hire him for consult. Budget was due 1.16.23 - he anticipated 15 meetings in 2023.

**13. Adjournment**

Motion by Carleton to adjourn, seconded by Budros Vote: 4/0 motion carried and meeting adjourned at 9:08pm