TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

Torch Lake Township

Community Services Building

Planning Commission Meeting

APPROVED Minutes AS PREPARED 6-0

April 22, 2024

**Present:**  Merchant, Carleton, Walker, Clarke, Ellison-Coats

**Absent:** Dvorak

**Audience:** none

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

**Recording Secretary:** J. Petersen

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

Meeting called to order at 7 pm by Graves.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Consideration of Agenda**

Motion by Merchant to accept revised agenda as presented; seconded by Clarke: Vote: 6/0 motion carried

**4. Conflict of Interest**

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

**5. Approval of Meeting Minutes from March 25, 2024**

M/S to approve Meeting Minutes from March 25, 2024, with corrections: Carleton / Merchant: Vote 6/0

Change Graves to Carleton on conflict of interest.

**6. Public Comment**

None

**7.**  **Correspondence**

None

**8. Unfinished Business**

None

**9. New Business**

1. **Zoning Ordinance Next Steps**

Kopriva summarized where the PC has been and where they're going with the Ordinance Revision. Hard copies or email copies are available. Next step is to schedule a public hearing & members review draft and bring comments forward, then recommend to board. It then goes to the county then back to board. Graves polled the members asking where they stood with moving forward with the Ordinance. Most members were ready to proceed. Clarke wanted more discussion and review. Kopriva will post draft ordinance to the website and create a summary and forum for an open door/office hours question and answer session one hour before next PC meeting. (6pm). Newspaper and bulletin board postings will be made to advertise the meetings.

**10. Master Plan and Next Steps**

Kopriva outlined the possible next steps for updating the Master Plan. The members discussed what they would like to see in the process, budget, writers of the plan, community engagement, meeting efficiency etc…Graves polled three commission for opinions and informed Kopriva they would be hiring her (Beckett & Raeder) for the Master Plan Updates. Graves asked Kopriva for an outline and timeline of the next steps. Kopriva started she would discuss community engagement at future meeting abs will have a proposal ready for the next PC meeting May 29, 2024. M/S to schedule public hearing for ordinance review at next PC meeting 5.29.24

**11. On-Going Reports**

1. **Zoning Administrator’s report -** as presented in email.
2. **PC Rep to ZBA -** M/S to appoint Jeff Clarke to ZBA. Walker/Merchant; vote 6/0
3. **TLT Board Rep to PC -** Merchant updated PC.

**12. Public Comment**

None

**13. Concerns of Commission**

1. **Chair** none.
2. **Members-** Walker updated the group on the Nakewama Trail
3. **Consultant - Next Meeting May 29, 2024**

**14. Adjournment @ 7:51pm**  M/S Clarke / Merchant: Vote 5/0