TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

Torch Lake Township

Planning Commission Meeting

Community Service Building

Approved Minutes (approved 6.16.25)

May 19, 2025

**Present:** Clarke, Walker, Ellison-Coats, Graves

**Absent:** Carleton

**Others:** J. Cramm

**Audience:**    0

**Recording Secretary:** J. Petersen

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

Meeting called to order at 7:00pm Clarke

**2.    Pledge of Allegiance - *Recited***

**3.    Consideration of Agenda:**

NO MOTION TAKEN/ NO VOTE

**4.**    **Conflict of Interest - *None***

**5. Approval of Minutes of March 24, 2025**

M/S to approve March 24, 2025 meeting minutes as presented; Ellison-Coats// NO SECOND; Vote: 4/0 in support

**6. Public Comment -**

* Janet Killian - speaker did not state name or address. Spoke of challenging lakefront topography on Torch and the current shoreland protection ordinance.
* Robin Graham 12231 Barnes Park Rd - spoke in support of the Nakwema Trailway System

**7. Correspondence - none**

**8. Unfinished Business - none**

**9. New Business**

1. **Zoning Amendment - STR definition**

Commissioners reviewed Kopriva’s STR definition that was inadvertently left out of the new ordinance draft. This is the same definition as the prior ordinance. Commissioners sent it back to the ZA for clarification and revise definition

1. **Bylaw Review**

Commissioners reviewed and updated bylaws in regards to a member of the board serving as Vice Chair and the agendas in the bylaws are not the same as the agendas being used. Commissioners would like Kopriva to revise and update bylaws.

1. **Master Plan**

Commissioners reviewed chapters prepared by Kopriva. Commissioners are encouraged by Kopriva to review in depth and bring concerns to meetings to discuss. Commissioners requested a Table of Contents to help them in their review. Open house goal is mid-September. Survey going out online and hard copy asap. Special meetings and or subcommittees may be arranged to expedite the process. Commissioners are to send comments and concerns to Kopriva by the end of the week. Perhaps a special meeting in 2 weeks could be arranged. (Cramm)

M/S to finalize and distribute Master Plan Survey, final wording of questions pending agreement of commissioners

Clarke/Graves Vote: 4/0

M/S to hold Master Plan Open House in the second week of September 2025

Graves / Walker Vote: 4/0

**10. On Going Reports**

1. **Zoning Administrator Report** as presented in packet
2. **PC Representative to ZBA** - No meetings have been held (special meeting for variance coming up)
3. **TLT Board Representative on PC Report -** Graves reported the board has been active with a lot of things going on. A lot of work goes into the budget. Contracts have been renewed for upkeep at the cemetery and a new contractor has been hired for the bathroom maintenance of the day park. There has been a fair number of discussions around the library and Elk Rapids which will probably be something that comes up in the audience tomorrow.

**11.  Public Comment -**

Casey Wiggins 131 NW Torch Lake Drive spoke about the modification of the ordinance for short term rentals in regards to compliance, enforcement, and remediation.

**12. Concerns of Commission**

1. **Chair -** budget survey money more often than every 5 years
2. **Members -none**
3. **Consultant -**looking forward to working with Torch PC and Sara

**13. Adjournment 8:15pm**

M/S Graves / Walker NO VOTE WAS TAKEN

Note to Clarke for next meeting: \*\*Meetings can be adjourned by order of the chair (no need for motion, second or vote.)