TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

Community Service Building

Zoning Board of Appeals Training Meeting

Draft Minutes

February 21, 2024

**Present:** Laura Andersen, Chad Impellizzeri, Jeff Wynkoop, David Nussdorfer, Kristin Graves

**Absent:** Dan Swanson

**Audience:** 0

**Others:**

**Recording Secretary:** Jacqueline Petersen

**A. Call to Order Regular Meeting / Record Members Present:**

Meeting called to order at 6:00 pm by Andersen.

Pledge of Allegiance was recited

Roll call was conducted by Graves

**B. Approval of Agenda**

M/S to approve agenda; Andersen / Wynkoop vote: 5/0 motion passed.

**C. Approval of November 15, 2023, Meeting Minutes**

The ZBA members discussed capitalization of Chairperson, Trustee and Board. Graves wanted to add a deadline to Kopriva’s making changes to the Rules of Procedure. Andersen says it’s ok as is and made a motion to approve the meeting minutes from November 15, 2023 “as presented”. Graves seconded the motion; vote 5/0 motion carried.

**D. Conflict of interest**

Andersen polled ZBA members asking if there were any conflicts of interest and there were none.

**E**. **Public Comment - None**

**F. Communications - None**

**G. Hearing of Case - None**

**H. Miscellaneous Business**

1. **Rules of Procedure –** The members reviewed and discussed the Rules of Procedure. The recommended changes will be presented to ZA Kopriva. Graves and Andersen will combine notes and give them to Kopriva.

M/S to adopt the Rules of Procedure, “*Revised on 2024*” with corrections. Andersen / Wynkoop. Roll call vote:Andersen: yea Wynkoop: yea Nussdorfer: yea Impellizzeri: yea Graves: yea Motion passes. 5/0

1. **Notice of Appeal Form -** The members reviewed and discussed the Notice of Appeal Form. The recommended changes will be presented to ZA Kopriva by Andersen. Andersen distributed her suggested items for revision to the other members to review and asked for their notes from reviewing. All member’s suggested revision were discussed.
2. **PC Representative to ZBA’s Report – No representative**
3. **Zoning Administrator’s Report** – (February 2024) in packet

**I. Public Comment -none**

**J. Summary of Action items before next ZBA Meeting**

March 20, 2024, meeting has been cancelled

April 17, 2024 will be a training session (if no case hearing)– 6pm

The ZBA discussed the court’s opinion and the case of the HeliPad.

**K. Adjournment at 6:43pm**

M/S to adjourn Nussdorfer / Wynkoop; vote: 5/0 motion carried.