

TORCH LAKE TOWNSHIP
ZONING ORDINANCE STEERING COMMITTEE MEETING DRAFT MINUTES
Friday, September 10, 2021
Community Services Building

Members: L. Carleton, L. Anderson, B. Cook, J. Merchant, L. Scott, S. Kopriva

Recording Secretary Veronica Beitner

Audience: 3

1. Meeting called to order at 1:03 PM by B. Cook with introduction and review of purpose
2. Public Comment - None
3. Project Overview –
 - A. S. Kopriva, Zoning Administrator reviewed expectations and introduced herself as well as goals of Committee
 - B. Annotated Summary Review – General objectives to streamline and make a more user-friendly document. This process will provide the public with a clearer definition of regulations. Updates to ensure Best Practice that reflects current laws will be addressed. Opportunity to review and compare to the Torch Lake Township Master Plan. The Zoning Ordinance will have 14 articles with comparisons to current being reviewed by S. Kopriva. Highlight to Article 2 explaining importance to review of Cottage Industry and marijuana caregiver language. Article 3 speaks to Zoning Map and Districts with a review of proposed changes that will address broader categorizing and updating illustrations. S. Kopriva asks members to begin thinking about function of village and what community wants it to look like. Article 4 speaks to Overlay Districts. Added to review need of Waterfront setbacks with additional examples and clarification being offered by S. Kopriva. B. Cook asks for clarification of steering committee role as relates to the Planning Commission. Point of Interest that there are different standards for Torch Lake and the Bay shoreline. Discussion ensued. Article 5 speaks to Development Standards such as landscaping, parking, lighting, etc. Members are asked to think about landscaping and how it pertains to Commercial developments for aesthetics as well as minimizing hazards to parking lots. Discussion ensued with examples identified as pavement, irrigation, etc. and how additional language can better assist work addressed by the Planning Commission. Article 6 are the additional standards for usage with an increase in organization for ease of use. Article 7 addresses Site Plan Review. Article 8 will address Special Land Uses. Article 9 relates to Land Development Options. Items to consider have been presented to members to begin reviewing, with examples being provided by S. Kopriva. Discussion addressed how this article ties directly into the Master Plan and its importance. Article 10, Nonconformities was recently updated. Members are asked to take an additional review for any additional adjustments. Article 11: Zoning Board of Appeals have recently reviewed and made changes to Chapter 20. There is still some work to review to ensure the organization and language are consistent. Discussion brief regarding annotations and where this will be referenced.
 - C. Questions/Concerns by Committee Members – B. Cook reviewed general guidance from Beckett & Raeder with each Ordinance for Committee Members to review and provide input. L. Carleton stated that organization and clarifications will be extremely beneficial.
4. Project Schedule reviewed by B. Cook
 - A. Members will be provided packets to review 2 weeks in advance of meetings. October 8th will be the first packet distribution. Anticipate meetings to last approximately 3 hours
 - B. The week of October 25, 2021 a meeting will be scheduled. All meetings will be recorded and posted on YouTube. If members cannot attend, they will have an opportunity to still participate. S. Kopriva will be creating a Shared Word document for members to also utilize their comments/suggestions. Packets will be available to the Public as well and shared on the website per Supervisor Cook.
5. Next Steps reviewed by B. Cook and S. Kopriva with request from members to consider evening meetings or if during the day to happen between 11:00 am and 2:00 pm.
6. Public Comment – None
7. Adjournment – (M/S) L. Andersen/J. Merchant motion to adjourn at 2:05 PM.

Minutes Respectfully submitted by Veronica Beitner