

TORCH LAKE TOWNSHIP
ANTRIM COUNTY, MICHIGAN
Torch Lake Township
Community Services Building
Planning Commission Meeting
Approved Meeting Minutes
March 14, 2023

Present: L. Carleton, B. Budros, D. Walker, B. Dvorak, J. Merchant

Absent: K. Woodward, A. Graves

Others: Sara Kopriva TLT Planner / Zoning Administrator

Audience: + 3

Recording Secretary: J. Petersen

1. Call to Order Regular Meeting

Meeting called to order at 7:00pm by Dvorak

2. Pledge of Allegiance

The Pledge of Allegiance was recited

3. Consideration of Agenda

Motion by Budros to accept agenda as presented; second Merchant. Vote: 5/0 motion carried

4. Conflict of Interest

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

5. Approval of Meeting Minutes from February 14, 2023

Motion by Merchant to approve minutes as presented. Motion seconded by Budros Vote: 5/0 motion carried

6. Public Comment on agenda items

None

7. On-Going Reports

A. Zoning Administrator's Report - presented to Planning Commission - report included in pkt

B. PC Representative to ZBA Report -Absent- Kopriva summarized last ZBA meeting Feb 14, 2023

C. TLT Board Representative on PC Report - Merchant reported board has been finalizing the budget

8. Correspondence

Kopriva distributed Citizen Planner course offering

9. New Business

A. Public Hearing - Zoning Ordinance Amendment - Signs

Kopriva gave brief summary of draft zoning ordinance to this version 3 to update members and public why the ordinance needed revision.

PC changes;

1. Page 3 of 9 - Wall Sign Standards - change "n/a" in column titled *Max. Quantity (for type)* to "up to max area".

2. Electronic Changeable Sign Standards - Add new section including restrictions on size of electronic area (24sq ft) can be electronic and limiting light intensity and timing and instantaneous change of message.

3. Eliminate item F under 3A. 7 Sign Illumination

Kopriva will make changes as discussed and bring draft version 4 for next meeting and schedule 2nd public hearing.

Dvorak opened the public hearing

Dvorak called for public comment

Public Comment:

Michelle Merrifield - General Manager Torch Lake Cafe US 31 & M88 in Eastport spoke regarding signs.

Bob Hawkins - 12373 Third Street; Spoke regarding signs.

Jim King - King Orchards US 31 spoke regarding signs.

Dvorak asked for PC comments regarding public comment

PC members agreed to change AG standards to match commercial regs - illumination to be external

Kopriva tasked the commissioners to email pictures and examples to be included in the next packet (within 3 weeks) of illuminated signs with movement that they like and dislike.

Commissioners wanted to limit the sign as a structure in size so that the framework (not included) couldn't be outrageous with a complying sign space area inside.

B. Review of Bylaws

Kopriva summarized some proposed changes to the bylaws;

1. Eliminate agenda layout requirements and replace with minimum agenda item requirements with suggested order

Kopriva to make changes and bring back for next meeting.

10. Unfinished Business

A. Annual Report

Kopriva presented, reviewed and asked PC Members for input to the 2022 Annual Report for budget and tasks PC handled in 2022. Report to change that Master plan to be “reviewed” every 5 years, not “updated” every 5 years.

Motion to approve the Annual Report and forward to the board by Dvorak with revision above. Motion seconded by Budros.

Vote 5/0 passed

11. Concerns of Commission

A. **Chair** - none

B. **Members** - Carleton - ER master plan has a QR code for survey and you don't have to be a village resident to do survey

C. **Consultant** -April 19, 2023 meeting will be another public hearing for the sign ordinance

12. Public Comment

Jim King - Thanked PC for their consideration

Bob Cook - \$15k was budgeted for PC in 2023 for meetings and to conduct surveys

13. Adjournment

Meeting adjourned by chair at 8:40pm