TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

Draft Minutes Planning Commission Meeting

February 14, 2017

Community Service Building

Torch Lake Township

Present: Goossen, Petersen, Walworth, Jorgensen, Kulka, Graber

Absent: Bretz

Others: Martel, Grobbel

Audience: Spencer

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

 Meeting called to order at 7:40 following Public Hearing.

2. **Consideration of Agenda:**

 Motion by Goossen to approve agenda, seconded by Graber, passed 6-0.

3. **Correspondence, Meetings, Training, Announcements, etc.:**

Walworth announced a February 21 workshop on Regulating Marijuana Facilities and discussed a report from the Tip of the Mitt Watershed Council and Health Department “The Septic Question”. Goossen suggested a public educational forum on the topic this summer when there are more residents here. Walworth indicated this may be one of several worthwhile topics for community input as part of the Master Plan process.

4. **Approval of Minutes, January 10, 2017 Meeting:**

Spencer submitted a letter requesting his comments be added to the draft minutes.

Motion by Goossen, seconded by Graber to approve the draft minutes with the addition of Spencer’s suggestion, passed 6-0

5. **Concerns of the Public other than Agenda Items:**

Mr. Martel reviewed the need to have all members using the official township e-mail system.

6. **Discussion and Possible Action on Proposed Amendments to Sections 2.16.B and 19.02.B Regarding Allowed Structures in Front and Rear Set Back Areas:**

The idea of limiting the distance into the 50 foot setback that a deck, fence or the structure, such as 25 feet, was discussed. In response to questions Mr. Grobbel explained the role of the Army Corps of Engineers role for permitting of fences and other structures on the shoreline and especially below the dune berm. He suggested that consideration be given to requiring an applicant to have the federal and state OHWMs surveyed and staked prior to township approval. The commission felt this to be a good idea.

 Motion by Goossen, seconded by Graber to approve the current draft (Version 11) with the addition of an item 6) to Section 2.16.B. 3 that reads “ An applicant shall survey and stake both the state and federal ordinary high water marks (OHWM), whichever apply, prior to the issuance of a Township zoning permit under this Section.” The motion was approved 6-0. Mr. Grobbel was asked to forward the revised proposed amendment (which will be Version 12) to the County Planning Commission for their review.

 7. **Discussion re: Open Meeting Act and other requirements**

Mr. Martel described the requirements of Michigan’s Open Meeting Act and the im portance of adhering to those requirements as well as the requirements for posting vari ous notices. Outside of formal meetings great care needs to be taken in discussing items of business by members of the PC whether in person, telephone or the electronic attendees at meetings, and this should apply to all township governmental units.

 8. **Discussion of Process for 5 year review of Master Plan**

 Walworth indicated that we need to decide how to approach the required 5 year review and revision of the Land Use Plan. The data elements will, of course, need to be updat ed. The critical parts are revisiting the goals and developmental model envisioned for the future of the township. Goossen suggested the need for public input using a series of community meetings and perhaps a survey. Grobbel described several approaches to developing this type of input. Walworth suggested that with the concurrence of the

 commission he would get together with Grobbel within the next 2 weeks to put together a plan of how to proceed and budget for the components to bring to the commission. He would also work with the Board to ensure the 2017-18 budget reflects these added activities. The commission concurred.

10. **Concerns of the Public:**

None

11. **Concerns of the Planning Commission:**

 Walworth reported that he had distributed a draft of an annual report of the PC to the Board for comment but had received none. Given that he will forward the report to the Supervisor as the Annual Report of the PC. There were no objections.

12. With no further business, meeting was adjourned by Walworth at 8:45.