TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

Torch Lake Township

Planning Commission Meeting

Community Service Building

APPROVED Minutes AS PREPARED

November 14, 2017

**Present:**   Goossen, Bretz, Kulka, Jorgensen

**Absent:** Shoemaker, Petersen

**Others:**    Grobbel, Graber

**Audience:**    Sue Calu

**Recording Secretary:** Deb Graber

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

Meeting called to order at 7:05 pm by Kulka

Members present announced their names and titles.

**2.    Public Commentary:**

Kulka asked for public comment and none was offered at this time

**3.    Consideration of Agenda:**

    Request by Kulka to approve agenda.  Motion by Goossen to approve as prepared 11.14.17 agenda, seconded by Jorgensen; passed 4-0

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

Motion by Bretz to approve 10/10/17 meeting minutes as prepared; motion seconded by Jorgensen; further discussion was asked for by Kulka and vote was taken and passed 4-0

**5.    On Going Reports**

**5A.     Zoning Administrator Report - Deb Graber**

Deb Graber reviewed the ZA Reporting Check List for November, 2017:

* 40 permits have been issued YTD - a list is attached
* Zoning Violations – Templin Property located at 856 Golden Beach – structure does not meet permit requirements; 3 letters sent, 10/4/17, 10/18/17 & 11/1/17 – cease and desist; alerted ZBA of possible appeal in Spring, 2018 and request from property owner to have ZBA members to visit yet this year
* Zoning Complaints – none
* Status of on-going permits – several projects are on-going
* Status of Violations – no updates

    **5B.     Representative on ZBA Report**

Bretz reported no new information.

    **5C.     TLT Board Representative on PC Report**

Petersen was absent; no update.

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

* Grobbel announced a Citizen Planner Webinar Training beginning November 29 thru December 13, 2017 (Weekdays: 11/29, 12/1, 12/4, 12/6, 12/8, 12/11, 12/13) from 1:30 pm. To 4:30 p.m.
* Grobbel also stated that there is a Zoning Administrator Certificate Program being held in Grayling on January 18-19, 2018, at the Ramada Grayling Hotel. Deb Graber is planning to attend.

**7. Unfinished Business**

**7A.  Building/Structures**

Kulka provided copies of the Zoning definitions pages for “buildings” and “structures”.  Kulka suggested the Zoning Ordinance Section 23 - Definitions be forwarded to attorney Todd Millar for review. Motion by Goosen to send our existing ordinance Section 23 and the language approved by Planning Commission. Requesting Millar review, provide legal opinion and make a recommendation/proposal. Motion seconded by Bretz; passed 4-0.

**7B.  Time Limit for Zoning Appeal**

Kulka suggested the Zoning Ordinance Section 20.04 – Jurisdiction be forwarded to attorney Todd Millar for review. Motion by Goosen to send our existing ordinance Section 20.04 and the language approved by Planning Commission. Requesting Millar review, provide legal opinion and make a recommendation/proposal. Motion seconded by Jorgensen; passed 4-0.

**7C.** **Shall Vs May**

Kulka suggested the Zoning Ordinance Section 21 – Amendments be forwarded to attorney Todd Millar for review. Motion by Goosen to send our existing ordinance Section 21 and the language approved by Planning Commission. Requesting Millar review, provide legal opinion and make a recommendation/proposal. Motion seconded by Kulka; passed 4-0.

**7D. Fence Zoning**

Kulka provided a list of ideas and Grobbel will incorporate lengthy discussion thoughts into a draft version 2 to be presented at the December 12, 2017 meeting. No decision at this time.

**7E. Master Plan Update-Chris Grobbel**

* 104 surveys received; survey is closed and tabulated; results emailed to all PC members
* Initial monies of $8K have been exceeded; Need decision if we want to ask for an additional $4K
* Last public hearing was canceled due to budget issues
* Additional funding would allow for Residential Mapping, Resources, Inventory
* Good document as is, need direction

**8.      New Business**

None

**9.  Concerns of the Planning Commission**

**9A. PC Organizational (Filling of Positions)**

**9B. PC Bylaws**

 PC Bylawswere reviewed and with no further discussion needed, a motion was made by Bretz to accept the Bylaws as written the motion was seconded by Jorgensen, final comments were again asked by Kulka and a vote was taken to approve, passing 4-0.

**9C. PC Proposed Meeting Schedule for 2018**

 Corrected the June and July, 2018 dates. Meetings will continue to be 2nd Tuesday of each month; starting at 7:00 p.m. at the Torch Lake Community Center.

**9D. PC Annual Reports**

 Annual Reports consist of three – 1) Annual Report with line items and expenditures; 2) Budget Report due in February to board by March to incorporate into the process; 3) Work Report summarizing the events during the fiscal year April 1, 2017 to March 31, 2018

**10.  Public Commentary**

Kulka asked for public comment and Sue Cula stated her concerns regarding building to the water’s edge along the Bay. Winds, storms and waves are washing mass amounts of debris to their property. Debris includes trash, landscape fabric, docks, etc. Also stated a concern regarding the height of chain link fences. Suggest they should not be 6 feet high.

**11 Adjournment - 8:35 p.m.**

 With nothing further, a motion was made by Bretz to adjourn, the motion was seconded by Jorgensen, final comments were again asked by Kulka and a vote was taken to adjourn, passing 4-0.