TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

Draft Minutes of Zoning Board of Appeals Meeting

November 9, 2016

Community Service Building

Torch Lake Township

Present: Bretz, Jakubiak, Barr, Spencer, Houghton (via cell)

Alternate: Sumerix

Recording

 Secretary: Olsen

Audience: Vey

1. Meeting was called to order at 7:05 p.m.

2. **Roll Call:**

 Bretz, Jakubiak, Barr, Houghton, Spencer.

3**. Approval of September 14, 2016 ZBA Meeting Minutes:**

Motion to approve September 14 ZBA Meeting Minutes by Jakubiak, seconded by Spencer, passed 5-0.

 4. **Election of Officers:**

* Barr nominated Houghton for Secretary, seconded by Spencer.
* Barr and Spencer would like to be Chairman
* Houghton said both are eminently qualified. He suggested that perhaps they could flip between Chair and Vice-Chair in 2017 and 2018.
* Spencer checked by-laws and referred to Robert’s Rules for Nominating and Electing. The Acting Chair does not have to step aside. Anyone can nominate a candidate.
* Spencer cited his experience: 7+ years on TLT Planning Commission, 7 years on ZBA, Torch Lake Township Supervisor, and 20 years of public service in a school system. He said that he is well-prepared, knows about Zoning Ordinances and speaks intelligently.
* Barr said this is his 4th term on the ZBA and he had been nominated by Spencer for the Vice Chair position. He said that he like to move meetings along.
* Spencer reminded ZBA of Open Meetings Act and transparency for voting.
* Bretz asked for other nominations; there were none.
* Spencer withdrew his nomination.
* Jakubiak nominated Dave for ZBA Chairperson. Spencer, Bretz, Barr and Houghton supported the nomination.
* Jakubiak nominated Spencer for ZBA Vice Chairperson. Spencer, Bretz, Barr and Houghton supported the nomination. Spencer accepted.

5. **Report from Norton Bretz Regarding Planning Commission Meetings and Pending Matters of Interest to ZBA:**

Bretz reported that PC will have a public hearing on November 15, regarding the issue of the Ordinary High Water Mark.

6. **Report from Alan Martel Concerning Township Board Meetings and Matters of Interest to ZBA:**

 Martel was not in attendance.

 7. **Report from Zoning Administrator Regarding any Pending or Upcoming Matters:**

* Vey distributed a report of permits issued for 2016 thus far. In 2016, there are 44, 2015 had 32 and 2014 ended with 28. He cited that permit requests are from people of all ages, not just retirees.
* Barr asked about letter to Martins regarding the gazebo. No letter has been sent. Vey will get to it right away.
* Vey talked about Bucklew letter. Spencer asked that each ZBA member receive a copy of the letter.
1. **Discussion of Notice Requirements of the Open Meetings Act (Regularly Scheduled Meetings, Special Meetings, Appeals and Cancellation of Meetings):**

To cancel the December 14 meeting, it has to be done at the prior month’s meeting (i.e. tonight).

* Motion by Houghton to cancel the December 14 meeting, seconded by Spencer, passed 5-0.
* Vey will discuss correct process to cancel meetings with Martel.
* Cancellations will be posted on the TLT website and the Township Bulletin Board.
1. **Establish Schedule of 2017 Meetings:**
* Motion by Spencer to schedule four (4) meetings for 2017 (as below), seconded by Bretz, passed 5-0.

 April 12, 2017 August 9, 2017

 June 14, 2017 November 8, 2017

* If an appeal is in the works, a special meeting will be called.
1. **Any Miscellaneous Administrative Matters:**

None.

1. **Comments/Concerns of the Public:**

None.

1. With no further business, motion by Spencer to adjourn the meeting at 8:00, seconded by Jakubiak.