TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

Community Service Building

Zoning Board Meeting

APPROVED Minutes WITH CORRECTIONS 5-0

January 9, 2019

**Present:** Chairman: Dave Barr Members: Greg Sumerix, Cole Shoemaker, Bob Cook, Mark Jakubiak

**Alternates:**Jim Meinke, Jim Gainey

**Others:** Deb Graber - Zoning Administrator

**Recording Secretary:** Jacqueline Petersen

**Audience**: 0

1. **Call to Order Regular Meeting / Record Members Present:**

Meeting called to order at 7:00 pm by Dave Barr

Roll call conducted by Barr

**2. Approval of Agenda;**

Addition proposed by Cook to add update of Templin lawsuit in item #13

Motion by Jakubiak to approve the agenda with the change

Motion seconded by Cook; passed 5/0

**3. Approval of November 14, 2018 ZBA DRAFT Meeting Minutes**

Sumerix spelling noted

Motion by Cook to approve

Motion seconded by Jakubiak; passed 5/0

**4. Conflict of interest**

Barr asked if any conflict of interest and or recusal issues existed and there were none

**5. Public Comment**

Barr called for and none was given

**6. Communications Received**

Barr asked for any communications received to be read by the ZBA Secretary.

Bob Cook read a letter dated 1/2/19; addressed to the TLT board and township property owners; from Ryan Bigelow; TLT Fire Chief regarding completion of ISO evaluations.

**7. Review of ZBA Ordinance**

**\***pg. 20.4 item D will now read “shall” in place of “should”

Motion by Cook to approve and submit to the Planning Commission for update/change version Revised 1/9/19 with the one change listed above.

Motion seconded by Sumerix; passed 5/0

**8. Review of Guidelines- Appeal Application**

Motion by Sumerix to approve and submit to the Planning Commission for update/change version Revised 1/9/19 Motion seconded by Cook; passed 5/0 (to be submitted with non changed Site Plan Drawing Instructional and Required Information pages (2) Approved August 10, 2015The Appeal Application will not and does not require PC approval and will not be sent to the PC.

**9. Review of Notice of Appeal Form**

Motion by Barr to approve and submit to the Planning Commission for update/change version Revised 1/9/19 Motion seconded by Cook; passed 5/0.The Notice of Appeal Form will not and does not require PC approval and will not be sent to the PC.

**10. Review ZBA Rules of Procedure**

Motion by Barr to approve version Revised 1/9/19 Motion seconded by Cook;

Barr conducted roll call vote all were in favor; passed 5/0

All members signed and dated

All changes and proposed changes will be submitted to the Township Clerk by Deb Graber, Zoning Administrator.

**11. Report on Matters of Interest to the ZBA from the PC**

Shoemaker presented update on the public hearing 1-8-19 regarding Barn Weddings.

**12. Report from Zoning Administrator**

Graber distributed an updated *Checklist for*  *January 2019* and discussed new permits, applications and the status of current violations and complaints.

**13. Miscellaneous Administrative Matters**

Cook updated the group as to the status of the Templin lawsuit

**14. Summary of Action Items to be taken on or before the next ZBA Meeting**

Next meeting 2/13/19 if appeal filed by 1-14-19; if no appeal filed; next meeting 3/15/19.

All changes and proposed changes will be submitted to the Township Clerk by Deb Graber, Zoning Administrator from above items 7-10.

Graber will make name badges for new ZBA members Shoemaker, Gainey and Meinke

**15. Comments / Concerns of the public**

Barr called for, and none were offered

**16. Adjournment**

With nothing further, a motion was made by Barr to adjourn, the motion was seconded by Cook; passed 5/0. Barr adjourned meeting at 8:10pm