**TORCH LAKE TOWNSHIP**

**ZONING BOARD OF APPEALS**

**September 8, 2021**

**APPROVED MINUTES WITH CORRECTIONS 5-0**

**Community Services Building**

1. Call to order at 7:00 pm

2. Record Members Present: D. Barr, C. Shoemaker, J. Meinke, M. Jakubiak

Alternates: M. Petersen, L. Andersen

Jackie Petersen, Assistant Zoning Administrator

Recording Secretary Veronica Beitner

Absent: S. Kopriva; GAINEY

Audience: 2

3. No public comment

4. Approval of Agenda: M. Jakubiak/J. Meinke motion to pass as submitted passed 5-0

5. No Conflicts of Interest

6. Approval of July 14, 2021 ZBA Meeting Minutes – Item 4 should reflect passed 5-0. Item 6 should reflect 5-0. Item 17 should reflect passed 5-0. (M/S) D. Barr/J. Gainey to approve with corrections. Passed 5-0.

7. No Communications Received

8. Review final draft ZBA Rules of Procedures. Corrections completed with discussion. (M/S) D. Barr/J. Meinke makes motion to accept ZBA Rules of Procedures with changes. Roll Call Vote: D. Barr – yes, C. Shoemaker – yes, J. Meinke – yes, M. Jakubiak – yes, J. Gainey – yes. Passed 5-0 with alternates M. Petersen and L. Anderson voting yes. J. Petersen recorded changes with final copy presented for signatures and distributed.

9. Review and update Guidelines – Appeal application – Per J. Petersen, the Zoning Administrator S. Kopriva will be following the same process currently being utilized for the Ordinance review and Steering Committee to ensure consistency.

10. Review and update Notice of Appeal Form – Per J. Petersen, the Zoning Administrator S. Kopriva will be following the same process currently being utilized for the Ordinance review and Steering Committee to ensure consistency.

11. Review final draft Chapter 20 – Zoning Board of Appeals (changes in red/blue/green) Send approved final draft to Planning Commission – (M/S) J. Gainey/M. Jakubiak move to accept as written with changes. Roll Call Vote: D. Barr – yes, C. Shoemaker – yes, J. Meinke – yes, M. Jakubiak – yes, J. Gainey – yes. Passed 5-0 with alternates M. Petersen and L. Anderson voting yes.

12. Report of matters of interest to the ZBA from Planning Commission – C. Shoemaker reports no meeting was held last month.

13. Report from Zoning Administrator – Assistant Zoning Administrator, J. Petersen asks for clarification of deadline for action on a decision. D. Barr states deadline established by Zoning Administrator. J. Petersen distributed summary of activities for 2021 and 2020 noting a significant increase in applications for Land Use Permits. Discussion opened for questions. D. Barr requests status of Poniatowski property clean up.

14. Summary of Action Items to be taken on or before the next ZBA Meeting – at this time unknown if there will be a need for meeting. October 13, 2021 is date of next meeting.

15. Comments/concerns of the Public – Rules of Procedure revision date will be changed to today’s date. Signature date has correct date.

16. Adjournment at 7:50 PM (M/S) D. Barr/J. Gainey motion to adjourn at 7:50 PM

Minutes respectfully submitted by Veronica Beitner