

Torch Lake Township
Planning Commission (PC)

Special Meeting Agenda

Thursday, January 6, 2022

7:00 PM

Community Services Building, Torch Lake Township, Michigan

Please turn off cell phones.

1. Call to order
2. Pledge of Allegiance
3. Consideration of Agenda
4. Conflict of Interest
5. Public Comment
6. Purpose of the Special Meeting
 - A. 2022 Meeting Dates
 - B. Strategic Priorities for 2022
 - C. Special Use/Site Plan Training
7. Public Commentary
8. Adjournment

Date: 1.3.2022
From: Sara Kopriva, AICP
To: Torch Lake Planning Commission

Project: 2022 Meeting Dates

Currently the Planning Commission meets on the 2nd Tuesday of the Month.

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As briefly mentioned previously, if the PC moves their meeting up a week, to the 1st week of the month, this would help in the processing of zoning amendments or other items that need to go through the County. Currently there are times when we cannot make the upcoming County meeting because of deadlines and our meeting minutes, this pushes the item to the next month. Most of the time it can be done but the timing is tight.

For example, if an amendment is approved by the PC on January 11, the information has to be to the County on January 24 for their February meeting. To submit an amendment to the County we also need the PC minutes which are due to the Township by January 21. We then have 1 day (January 24) to get everything together to get to the County in time.

Also as mentioned, I do have a conflict with another meeting. This meeting was on my schedule first so it always takes priority but if a different night works better for everyone, now would be the time to change it.

We could also discuss the meeting start time as well. Lately it seems like we have had some lengthy meetings but once we hit 9 pm everyone is ready to be done. We could start the meeting at 6 pm which would allow for an extra hour for the meeting.

All things to consider and discuss. Please bring your calendars. If we cannot find a night that works for everyone, we can stick with the 2nd Tuesday.

Below is my availability for the 1st week of the month.

1st Monday
1st Thursday

Beckett & Raeder, Inc.
535 West William, Suite 101
Ann Arbor, MI 48103

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734 663.6759 fx

Petoskey Office
113 Howard Street
Petoskey, MI 49770

231 347.2523 ph
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Traverse City Office
148 East Front Street, Suite 207
Traverse City, MI 49684

231 933.8400 ph
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Toledo
419.242.3428 ph

Date: 1.3.2022
From: Sara Kopriva, AICP
To: Torch Lake Planning Commission

Project: Strategic Planning

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The Planning Commission has multiple projects to work on for the 2022 calendar year. This will be an opportunity to make sure we have all the projects on the schedule and also help to put together a timeline.

Projects:

Zoning Ordinance Rewrite- Reformat and consistency mostly
Master Plan Update- to include existing airport
Zoning Ordinance Update- Airport Overlay potentially
Master Plan Rewrite- Complete update of the document

Timeline (Subject to Change based on Applications Received):

Zoning Ordinance Rewrite

Currently in subcommittee review, this document is anticipated to be in front of the Planning Commission in April. Anticipated amount of time for PC review: 3-4 months before public hearing. Following public hearing, County review and Township Board.

Master Plan Update

On September 14, 2021 the Planning Commission made a motion to work on the Master Plan to add the existing airport into the Plan. Currently the Master Plan makes no mention of the existing airport and it should, at a minimum, be listed in the Master Plan. When amending the master plan, after the Planning Commission suggests the changes, the plan has to be sent out for a 63 day review period before holding a public hearing.

The Planning Commission could send out a survey or hold additional public input sessions but it would not be required. Anticipated amount of time for PC review: 3 month (without survey or additional public input sessions) prior to distribution, plus 2 month review and public hearing. Following public hearing Township Board approval.

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Zoning Ordinance Update

Also on September 14, 2021 the Planning Commission also made a motion to explore adding an overlay district for the existing airport. Currently the use of an airport is not listed in any zoning district making the existing airport a non-conforming use. Anticipated amount of time for PC review: 3-6 months prior to public hearing. Following public hearing, County review and Township Board.

Master Plan Rewrite

At the last Planning Commission meeting, the Planning Commission briefly discussed a complete update and rewrite of the Master Plan to better encompass the community and future goals. A complete rewrite would include a survey and potentially other opportunities to gather public input. The complete rewrite could be done at the same time as the airport amendment, we would incorporate the changes from the amendment into the rewrite. This may be a good option if the Planning Commission wishes to do a survey with the update, questions to could be specific to the update and the rewrite at the same time. Anticipated amount of time for PC Review: 8-12 months before distribution.



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