

Torch Lake Township Planning Commission (PC)

Regular Meeting Agenda

Tuesday, June 14, 2022

7:00 PM

Community Services Building, Torch Lake Township, Michigan

Please turn off cell phones.

Public Hearing/Public Comment Rules:

Fill out comment card at the back of the room if you wish to speak. Turn into the secretary, Lora Carleton. Each member of the public will be given 3 minutes to address the Planning Commission. Comments should be directed at the Chair.

Please no clapping or cheering.

1. Call to order
2. Pledge of Allegiance
3. Consideration of Agenda
4. Conflict of Interest
5. Approval of Meeting Minutes from May 10, 2022 & May 11, 2022
6. Public Comment on Agenda Items other than Public Hearings/New Business
7. On-Going Reports
 - A. Zoning Administrator's Report
 - B. PC Representative to ZBA Report
 - C. TLT Board Representative on PC Report
8. Correspondence
9. New Business
 - A. SUP 2022-04 -Jeff Felix request for short term rental permit application, Parcel number 05-14-495-006-00 located at 6074 N M-88, Central Lake, MI 49622 in the Village Business zoning district.
 1. **Presentation by Applicant**
 2. **Public Hearing**
 3. **Review, Discussion, and Possible Decision**

10. Unfinished Business

- A. Annual Report

12. Concerns of Commission

- A. Chair
- B. Members
- C. Consultant

13. Public Comment

14. Adjournment

Future Agenda Items:

- A. Section 2.16 High Water Mark Amendment
- B. Zoning Amendment Approval Criteria

Date: 06.03.2022
From: Sara Kopriva, AICP
To: Torch Lake Planning Commission
Project: SUP 2022-04 Felix

 initiative

The applicant submitted an application for a short term rental in the Village Business zoning district. The Zoning Ordinance allows for short term rentals with a special use permit in the Village Business district. A short term rental is a rental that occurs for less than 30 days.

The zoning ordinance allows for the processing of a short term rental application without a full site plan. Included is an aerial photo of the lot along with the application. Rules for the short term rental have been requested but to date, not received.

Special use standards still apply for this application. Below are the standards from the ordinance.

Section 17.01

E. Standards for Approval.

1. The special use proposed must be consistent with and promote the purpose and intent of the ordinance and zone district in which the use is proposed.
2. The special use proposed must be compatible with the zoning and use of adjacent lands.
3. The special use proposed must not adversely impact the environment.
4. The special use proposed must not unduly burden or exceed the ability of public services or facilities to handle the anticipated needs of the community.

Conditions that are typically placed on short term rentals in the Township include

1. Parking on-site only. Limited to 2 vehicles.
2. Quiet hours
3. Capacity limits

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

Petoskey Office
113 Howard Street
Petoskey, MI 49770

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

Toledo
419.242.3428 ph

734 663.2622 ph
734 663.6759 fx

231 347.2523 ph
231 347.2524 fx

231 933.8400 ph
231 944.1709 fx

Torch Lake Township PO Box 713 Eastport, MI 49627
2355 N US 31, Kewadin MI 49648

Permit#
SUP2022-04
Felix

SPECIAL USE PERMIT APPLICATION - Fee \$450

PROPERTY INFORMATION

Parcel #: 05-14-495-006-00

Property Address: 6074 N. M-88 Central Lake, MI 49622

Waterfront: Torch Lake GT Bay None

Zoning District: VB VR R-1 R-2 R-3 AG C M Timber

Description/Intent: Short Term Rental

Signage: Less than 9 SF, non-illuminated, Fifteen Feet Setback

Parking: 4 Car

Lot width: N/A depth: N/A area: 56 Acre Width thru bldg. core: N/A

Setbacks from Prop. Line: front: N/A rear: N/A left: N/A right: N/A

Structure width: 30' depth: 24' height: 14'

Foundation: Full Basement Partial Basement Crawl Slab

ATTACHED REQUIRED PLANS, DRAWINGS, QUESTIONS/RESPONSES AND SPECS FOR THE PROPOSED SPECIAL USE PER CHAPTER 17 SPECIAL USES AND CHAPTER 18.04 CHECK LIST FOR SITE PLAN REVIEW.

APPLICANT INFORMATION

Owner Name: Jeff Felix Phone: 248 881-2860

Mailing Address: 4890 Menominee Ln Clarkston, MI 48348 Email: jeff@jeffreyfelix.com

Application must be submitted with a drawing, showing the actual lines, angles and dimensions of the lot. Include exact size and location on the lot of all existing structures and uses. Review township zoning ordinances and attach all required information for Planning Commission review, see Chapter 17 Special Uses and Chapter 18.04 Check List for Site Plan Review. Contact zoning administrator if you need assistance. Permission granted to Torch Lake Township Officials of Antrim County, State of Michigan to enter the property subject to this application for purposes of inspection. The Planning Commission decision of approval or disapproval of a special use application shall not be appealable to the Torch Lake Township Zoning Board of Appeals.

Applicant/Agent: Jeff Felix Date: 4/7/22

OFFICE USE ONLY

Approved: Denied: Fee Paid: \$450.00 Permit#: ~~SUP2022-04~~ SUP2022-04
Planning Commission: _____ Date: 4-19-22

COMMENTS/CONDITIONS:



525 4127
emailed Felix - who owns - need a letter ✓

Need Picture

June 14, 2015
S-RS
F
Sub Job # 15-14-495-006-00



zoningadmin@torchlaketownship.org

From: Jeff Felix <jeff.felix.g38z@statefarm.com>
Sent: Monday, April 25, 2022 12:20 PM
To: zoningadmin@torchlaketownship.org
Subject: RE: [EXTERNAL] RE: Short term rental application

Hi Jackie, yes i close on it as owner may 2nd.

Sent with BlackBerry Work (www.blackberry.com)

From: zoningadmin@torchlaketownship.org
Sent: Apr 19, 2022 2:25 PM
To: jeff@jeffreyfelix.com
Subject: [EXTERNAL] RE: Short term rental application

Jeff,

I have received your short term rental application for 6074 N M-88. I don't show you as the owner of record. If you are applying for the owner, please have them send me a note to that effect. If you are purchasing the property please send me a note to that effect. It looks like this will be placed on the Planning Commission agenda for June 14, 2022 pending a letter from you regarding ownership.

Thanks!

Jackie Petersen
Torch Lake Township Zoning
PO Box 713
2355 N US 31
Eastport, MI 49627
(231) 599-2036 x105
(231) 599-2981 (Fax)
zoningadmin@torchlaketownship.org

To: Torch Lake Township Board
From: Torch Lake Planning Commission, Bill Dvorak
Date: April 12, 2022

Torch Lake Township Planning Commission Annual Report

This report is intended to summarize activities in the past year, and describe planned activities for the upcoming year.

Looking Back:

March 2021 to March 2022 was a year of significant change for the PC.

The Township saw an increase in applications year-over-year, and perhaps more notably, more commercial applications. Township residents were engaged in providing input and feedback to applications along the M-88 Corridor and at the Torch Port Airpark. Groups of residents organized out of interest and opposition to the applications during the summer months, and over 100 residents came to the July PC meeting to voice interest and concerns regarding the Torch Port rezoning request. The Township had a moratorium for 90 days and did not accept any more applications until the zoning ordinance was modified for applications in the Village Business and Commercial zoning districts.

Three new members of the Commission were appointed in the Fall, including a new PC Chair.

In November and December, the PC worked to amend portions of the zoning ordinance, partly to reflect the community interest in recent applications and partly to update ambiguous sections of the ordinance.

Looking Forward:

The PC intends to begin working to update the Township Master Plan, which may lead to another round of modifications to the zoning ordinance.

- The Master Plan is to be updated every 5 years, and October 2023 will be the 5-year date. Given the past year of applications and community interest, the PC believes it should begin the update process now.

The PC has had two study sessions to review the current Master Plan, to have more context and learn how it was developed and what type of input the Township residents had in its development. Ideas for the update currently include; obtaining significant resident input in various ways including a review of other, similar township and small town Master Plans, resident surveys, in-person workshops. The PC suggests hiring a consultant to assist in preparation of the updated Master Plan that could include more graphic images, more specificity on the near-term and long-term goals and objectives of the Township and Specific Area Plan for the Township's commercial areas, referred to as "Hamlets" in the current Master Plan (Eastport and Torch Lake), as well as for the small portion of property zoned commercial at the Air Park. The PC suggests that the Township budget \$50,000 for the effort in FY 2022/2023. The PC intends to seek grant funding to supplement or replace the budgeted amount, which could serve as matching funds - depending upon the grant requirements.